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ABSTRACT

This manual is the textbook for a two-unit course for upper division students at a middle-sized university academic research library, the University of California Santa Barbara Library. The book introduces search strategy for finding information for a term paper. After discussing factual information about library collections, classification, card catalogs, and filing, the book presents search strategy to the students, including use of encyclopedias and dictionaries, finding book materials, finding current materials by identifying indexes and abstracts and learning their use, finding and using bibliographies, and evaluating materials located. The accompanying assignments require students to go through this search strategy step by step. In this way, they experience various techniques upon which to base decisions for searching for information in the future. The course is designed to develop the students' critical thinking and problem-solving skills in finding their way through the complexities of the contemporary academic research library or any library they might use in the future. (Author/JD)

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LIBRARY RESEARCH

A beginning text in

Bibliographic searching

by

Patricia Gebhard

in cooperation with Carol Gibbens

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Patricia Gebhard

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Student's Name _____

Section _____

Instructor _____

Reference Department
UCSB Library
Santa Barbara, California

Fall 1976

IE006891

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TABLE OF CONTENTS

Chapters

1. LIBRARIES 1

A. Types of Libraries 1

1. Public Libraries 1
2. Special Libraries 1
3. School Libraries 2
4. Academic Libraries 2

B. UCSB Library 2

C. Library Cooperation 2

1. UC System 2
2. Center for Research Libraries 3
3. Black Gold Information Center 3

D. Organization of the Library 3

E. Requesting Assistance in the UCSB Library 3

2. LIBRARY COLLECTIONS AND FACILITIES 5

A. Collections 5

1. Main Library 5
2. Arts Library 5
3. Curriculum Laboratory 5

B. Additions to the Collections 5

C. Library Facilities 5

3. THE CARD CATALOG 7

A. The Author-Title Catalog 7

1. Personal Author 8
2. Corporate Author 9

a. Governmental Agency 9
b. Institutions 10
c. Organizations and Associations 10
d. Corporate Author Periodicals 11
e. Conferences, Congress, etc 11

3. Title 12
4. Periodical Title 12
5. Added Entries 13
6. Analytics 15
7. Tracings 16
8. Additional Cards 16

B. Problems in Locating Books 19

C. Filing Order 19

D. Subject Catalog 23

1. Subject Added Entries 23
2. Guide Cards..... 24
3. Other Cards--Information..... 24
4. Limitations..... 25
5. Filing in the Subject Catalog..... 25

4. CLASSIFICATION AND ARRANGEMENT..... 27

A. Classification Systems..... 27

Library of Congress..... 27
Classification System Outline..... 28

B. Call Numbers..... 30

1. Classification Numbers..... 30
2. Author Numbers..... 30

C. Locating Call Numbers on the Shelves.... 31

1. Shelving..... 31
2. Materials Not in Their Regular Place on the Shelves..... 31

D. Identification of Collection Locations..... 32

5. SEARCH STRATEGY..... 33

A. Library Research..... 33

1. Selection and Definition of Topics..... 33
2. Search Strategy..... 35
3. Bibliography..... 36
4. Reading and Gathering Information.... 38
5. Preparing an Outline..... 38
6. Writing Up the Results..... 38

Examples of One Style of Bibliographic Citation..... 39

Search Strategy (Diagram)..... 40

B. Reference Sources..... 41

Encyclopedias and Dictionaries..... 42

Finding Encyclopedias and Dictionaries.... 44

Finding Book Materials (A Mini-Search)... 44

C. Finding Book Material..... 45

1. Subject Heading List..... 46

Subdivisions..... 49

2. Subject Catalog..... 50

3. Shelf List..... 51

D. Bibliographies 53

Subject 53
Finding Subject Bibliographies 55
Using a Bibliography 55
National Bibliographies 56
Trade Bibliographies 57
Finding Current Information (Diagram) 58

E. Finding Current Information 59

1. Identifying a Useful Index or Abstract Journal 59
2. Finding the Location of the Index in the Library 60

Winchell Sample 61

Ulrich Sample 62

3. Understanding How to Use an Index and Abstract Journal 63

Indexes 63

Wilson Indexes 63,65

MLA Bibliography 64,66

Abstracts 67

Chemical Abstracts Sample 68

Citation Indexes 69

Current Contents 69

Identifying Periodicals Cited 69

Social Sciences Citation Index 70

4. Determining Whether the Library Owns the Periodical 71

5. Locating Periodicals in the Library 71

Serials List 71

Pamphlets 75

Newspaper Indexes Example 76

Newspapers and Newspaper Indexes 77

F. Government Publications 79

1. U. S. Documents 79
2. State Documents 82
3. Local Documents 84
4. Foreign Nation Documents 84
5. Documents of International Organizations 84

Book Evaluation Search Strategies 84

G. Book Evaluation..... 85

1. Authority..... 85
2. Scope..... 85
3. Treatment..... 86
4. Physical Makeup..... 86
5. Biography..... 86
6. Book Reviews..... 88

Glossary of Library Terms..... 91

Guides to Subject Literature..... 97

Selected List of Reference Tools..... 101

Index..... 108

CHAPTER I. LIBRARIES

A library is an amalgam of stored information and retrieval services, organized for relatively easy use, cared for by one or more professional staff, and available for the use of a variable number of persons.

At first libraries were primarily archives to store and preserve the intellectual traditions of the race. Even in America, at the beginning, libraries were primarily for preservation, since they were open for use only for brief periods during the week. Gradually, with the proliferation of reading materials and the growth of general literacy, libraries developed as we know them today, where reading materials are made freely available to large numbers of persons and information is provided from a wide variety of sources, from books to computer data bases.

With the increase in the size of libraries and hours open, libraries have become research centers rather than archives. Catalogs and reference tools were, and continue to be, developed to aid the researcher in finding the material stored in libraries. This material takes the form of periodicals, newspapers, documents, technical reports, microforms, data bases, films, slides, TV tapes, records, audio tapes, as well as the time-honored book.

In recent years, libraries have given increased attention to the problem of preparing the reader to use the resources of their collections. The greater complexity of materials and the greater demands on librarians' time have made it necessary for libraries to instruct users in how to locate needed information and to show them what is available for reading on various subjects.

A. TYPES OF LIBRARIES

At the present time, there are many different types of libraries developed to serve specific groups of people.

1. Public Libraries

The type most generally known is the public library. Public libraries provide material to meet the recreational as well as educational and cultural needs of their communities. Some public libraries have local history collections and are repositories of town archives as well.

Most public libraries are also participants in networks which make it possible to provide material or information for their patrons from beyond the confines of their own collections. For the Santa Barbara area the network is called the Black Gold Information Center. Through this center, materials and information can be located and obtained through libraries in the nearby communities or further afield in the California State Library.

2. Special Libraries

Special libraries have a more limited spectrum of patrons and collections with a strong focus upon a relatively narrow field of interest. As examples the

local research firms such as TEMPO, General Research and General Motors all have libraries to support their research. Both the Santa Barbara Art Museum and the Santa Barbara Museum of Natural History have libraries. The News-Press has a library (more properly called a morgue), the local hospitals (Cottage, St. Francis and Valley) all have libraries. The County has a law library and the Mission an archive and library. Across the country there are vast numbers of libraries serving specialized subject needs: music, art, theatre, science, etc.

3. School Libraries

The junior and senior high schools in Santa Barbara have libraries to serve the needs of their students. A number of the elementary schools have libraries and supplement their collections through the County School Library. These libraries support the academic program at their schools and provide recreational reading for their students.

4. Academic Libraries

Academic libraries support the university and college programs which they serve. These will range from Community college libraries, such as Santa Barbara City College, with smaller collections that contain current materials, to large university libraries with retrospective collections containing more esoteric materials in specialized fields to support all current research or research in the future.

B. UCSB LIBRARY

As a university library, the UCSB library provides the bibliographical, physical, and intellectual access to recorded knowledge in support of the university's programs of teaching, research, and community services and cooperates with other agencies in pursuit of these aims.

Specifically, the UCSB library supports the undergraduate instructional program, the research and instructional program for graduate students, and the faculty instructional and research needs. Textbooks or recreational reading are not usually purchased.

To provide for research, the library must subscribe to a large number of periodicals, many in foreign languages. It must have research materials in the language they were published. It must have primary documents and older materials. It must have a large collection of bibliographies and reference tools.

C. LIBRARY COOPERATION WITH UCSB LIBRARY

1. UC System

As part of the University of California, the library at Santa Barbara is part of the total University of California library system. Thus, Berkeley in the north and Los Angeles in the south are designated as research centers to complement the collections on the local campuses. Intercampus bus service is provided to take the users from the surrounding campuses to the central research libraries.

Each campus continues to develop its specialized holdings in response to its academic programs. For further sharing of resources, the university has made it possible for students needing research materials at other UC campuses in the area to obtain borrowing privileges.

To facilitate the sharing of materials on the UC campuses, the UC systems office has published a Union Catalog of Monographs Cataloged by the Nine Campuses from 1963 through 1967 which supplements the printed catalogs of Berkeley and Los Angeles and the University of California Union List of Serials.

2. Center for Research Libraries

The UCSB Library is a member of a cooperative library system, the Center for Research Libraries. The library can obtain materials from the Center for its users. The Center collects materials in areas which would be difficult for a single library to obtain and own.

3. Black Gold Information Center

The UCSB Library can obtain materials and information through the Center.

D. ORGANIZATION OF THE UCSB LIBRARY

The UCSB Library staff is organized into three sections: Technical Processes, Public Services, and Staff Services. The Technical Processes sections acquires the books and materials needed and prepares them for use. The Public Services circulates the materials and assists in use of materials through personal assistance, leaflets, bibliographies and instruction. The Staff Services administers the library including development of the budget, maintenance of the buildings and equipment and public relations.

E. REQUESTING ASSISTANCE IN THE UCSB LIBRARY

Library employees have specialized expertise in various fields of research or library processes. It is important for the researcher to communicate his specific needs to the Information or Reference Desk personnel so that he may obtain assistance or be referred to the person with the proper expertise or with the knowledge of how to find information from specialized sources.

Suggestions for asking for assistance:

Bring questions or research problems to the librarian even if they are not very precise. The librarian will help clarify the particular need for information and translate them in terms of library materials.

Be as specific as possible when asking questions. Essentially, try to tell a librarian what is really wanted. For example, a patron wanting information on solar energy cells should ask for that subject rather than for information on energy or mechanical engineering. Subjects can more easily be generalized by the librarian in terms of library usage.

Continue to pursue a subject or bibliographic item even though the first approach did not provide enough information. There are numerous sources in practically every field of knowledge; the librarian probably can provide more leads if needed. For example, a librarian's first suggestion (Dictionary of Political Science) did not define the term "white paper," the second suggestion did (New Language of Politics).

Any one librarian may not know everything. A librarian may be familiar with certain subjects, such as art and music, and less familiar with other subjects, such as business administration. A librarian may believe that the user will receive better help when referred to a librarian whose specialty is in the fields of the user's question.

CHAPTER 2. LIBRARY COLLECTIONS AND FACILITIES

A. COLLECTIONS

The UCSB Library had the basic philosophy of keeping all material on similar subjects together and establishing no branch libraries. Gradually, because of changes and additions to the main building for purposes of better service or in some cases, because of the format of the materials, some materials were placed in individual locations within the main building and in two areas separated from the main library, the Arts Library and the Curriculum Laboratory. Thus, rather than one collection, the library now consists of a grouping of various collections. For information concerning these collections and library facilities consult Your Library (the library handbook available at the Information Desk).

1. Main Library

The main library building contains the master card catalog for the library collections. For explanations of the collections housed here consult the Walking Tour (available at Information Desk).

2. Arts Library

The Arts Library is in the Music Building. It houses art materials on the first floor and music materials on the second floor. On the upper floor, there is a collection of records and tapes with listening facilities for class and recreational use. The Special Art Exhibition Catalog Collection of the first floor covers a multitude of subject areas and comprises one third of the art materials.

3. Curriculum Laboratory

The Collection of the Curriculum Laboratory, located in Room 3523 of Phelps Hall, includes textbooks, courses of study and curriculum guides in use in California school systems. It also has extensive collections of children's books, pamphlets, and display material of interest to teachers and students.

B. ADDITIONS TO THE COLLECTIONS

Library materials are selected by staff members in consultation with the faculty. Patrons may recommend that the library purchase material not owned by the library. Recommender cards are to be filled out and brought to the Reference Desk, to the faculty liaison or library subject specialist or directly to the Collections Office.

C. LIBRARY FACILITIES

The library is in the process of building an addition. Location and availability of facilities will vary during various stages of construction. The library will keep its patrons informed of changes in library service due to construction. Ask for information at the Information Desk.

There are study areas with either group tables or individual carrels throughout most floors of the library and in the Arts Library. There are also a few group study rooms.

Pencils are available at the Reference and Information Desks; pens can be purchased near the Circulation Desk. Chalk for the blackboards in the study rooms is available at the Information Desk. There are typewriters available, consult the Information Desk for location.

Free campus and local telephones are available on the first floor south section and second floor of the north section of the library. Pay telephones are located in the lobbies.

CHAPTER 3. THE CARD CATALOG

A. THE AUTHOR-TITLE CATALOG

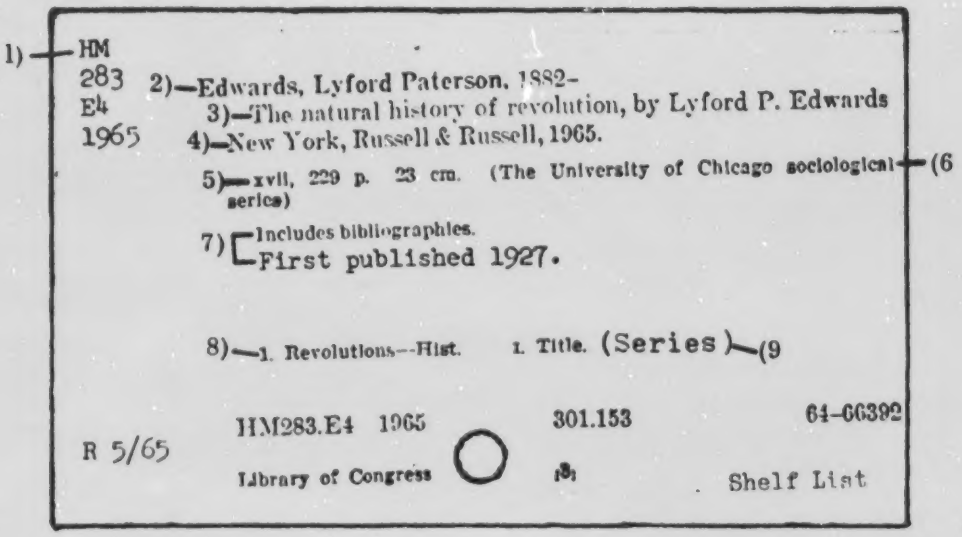
Knowledge of the card catalog is essential for pursuing any research in the library, for the card catalog is the chief means of discovering and locating material in the library. Any library catalog is the systematic listing of the library's collections of books and other materials with descriptive information about each item.

Card catalogs can be of several types. They can be dictionary catalogs in which all the cards are filed together in one alphabetical arrangement. They can be divided catalogs, usually separated into an author, title, series section and a subject section. They can be classed catalogs with the cards arranged according to a classification scheme. The Shelf list of most libraries can be considered a classed catalog.

The card catalog at UCSB is divided into two separate files, an Author-Title Catalog and a Subject Catalog. The Author-Title Catalog indicates that the material is owned by the library when the patron knows which book is needed. It provides a complete description of the book and its call number. The book can then be located on the shelves by call number making use of the leaflet Where is it? or posted directories which tell you on which floors various call numbers are located. The Subject Catalog, in most cases, indicates what is available on a particular subject in the UCSB Library. (The Subject Catalog will be discussed in the latter half of this chapter.)

Every card (subject, author, title, editor, etc.) for a book that appears in the card catalog can be called an entry since the book is entered in the catalog by the card. The kind of entry is determined by what is on the top line. For each book one card is designated as the main entry. This main entry card gives the most complete information known about an item that is cataloged; for example, if a book requires more than one card to describe it, the main entry is the only entry that has the multiple cards. Some material is "brief listed" in the card catalog, meaning it has only one entry in the catalog; the main entry. Thus, the main entry is the best place to look for a book for which the author's name is known.

1. PERSONAL AUTHOR AS A MAIN ENTRY



1. Call number
2. Author
3. Title
4. Imprint: place of publication, Publisher, Date
5. Collation: Number of pages, volumes, size, illustrations
6. Series note
7. Notes: Special features, such as bibliography or contents.
8. Tracings: lists subjects with Arabic numerals, other added entries with Roman numerals.
9. Series Tracing

The main entry card usually has a personal author's name on the top line. If there is more than one author, the first is the main entry. The other authors are mentioned in the title statement and are given added entries. If there are more than three authors, the main entry will be the first author and others.

2. CORPORATE AUTHOR AS A MAIN ENTRY

Normally, the main entry for printed material in catalogs is made under the author's last name; unfortunately, many serials and books defy simple cataloging rules. Some of these fall into the category librarians label as corporate entries.

Obviously, only people can write books. Yet, when an individual or group of individuals creates a work under the auspices of a governmental body, an institution (like the University), or an association, the corporate body, rather than the individuals involved, gets credit for the work.

For various types of corporate authors the Library of Congress has set up a formal and consistent way of stating the corporate organization. Knowing how each type is handled will help you work out the way to look for the corporate author in the catalog.

a. Governmental Agency

Governmental departments or agencies are usually listed by the name of the country, state, or city that controls them:

U.S. Food and Drug Administration

California. Department of Human Resources

Santa Barbara Co., Calif. Planning Department

U.S. Department of Labor

TN
872
C3 C3

California. *Division of Oil and Gas.*
California oil and gas fields; maps and data sheets. San Francisco, 1960-61.

2 pts. illus., maps. 29 cm.

CONTENTS.—pt. 1. San Joaquin-Sacramento Valleys and northern coastal regions.--pt.2. Los Angeles-Ventura basins and central coastal regions.

---- -----Supplemental maps and data sheets, San Francisco, issued by State of Calif, the Resources Agency, 1969.

183 p.

TN872.C2A45 622.3382 61-62819

Library of Congress

b. Institutions

Institutions are listed under the governmental entity that controls them. Private institutions without distinctive names are entered under the place e.g. Museum of Art. Those with distinctive names are entered under their names e.g. National Science Foundation, Carnegie Institution of Washington.

Santa Barbara, Calif. Museum of Art

New York. Museum of Primitive Art

Ref
Z
5814
U7
C34

California. University, Santa Barbara. Library.
The university, its structure and purpose; a bibliography [compiled by Donald E. Fitch and Albert Krichmar, Santa Barbara, Calif., University Library, Reference Department, 1969.
99 p.

1. Universities and colleges--U.S.--Bibl. I. Fitch, Donald Everett. II. Krichmar, Albert. III. Title.

c. Organizations and Associations

Organizations and associations are entered under their names:

American Medical Association

General Research Corporation

Get Oil Out (GOO)

JX
1293
U6 F6

Ford Foundation.
Architects of order. New York, 1959.
60 p. illus. 18 cm.

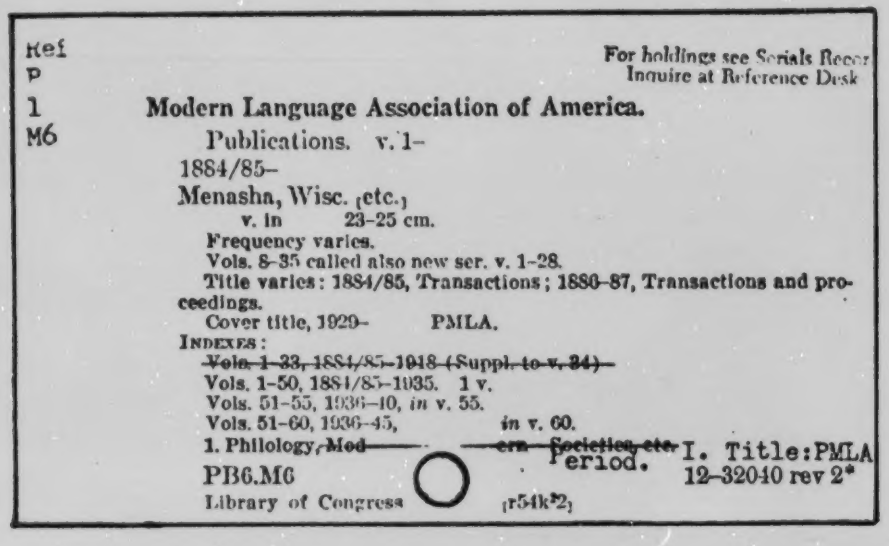
1. Conflict of laws—Study and teaching—U. S. 2. International law—Study and teaching—U. S. 3. Comparative law—Study and teaching—U. S. I. Title.

341 59-14902 ‡

Library of Congress [30]

d. Corporate Author periodicals

If a periodical has a title such as "journal", "Bulletin", or "Proceedings" and is put out by a specific group it is entered under the name of the group as a corporate author.



Ref
P
1
M6

For holdings see Serials Recor
Inquire at Reference Desk

Modern Language Association of America.

Publications. v. 1–
1884/85–
Menasha, Wisc. [etc.]
v. in 23–25 cm.
Frequency varies.
Vols. 8–35 called also new ser. v. 1–28.
Title varies: 1884/85, Transactions; 1886–87, Transactions and proceedings.
Cover title, 1929– PMLA.
INDEXES:
~~Vols. 1–23, 1884/85–1918 (Suppl. to v. 24)~~
Vols. 1–50, 1884/85–1935. 1 v.
Vols. 51–55, 1936–40, *in* v. 55.
Vols. 51–60, 1936–45, *in* v. 60.
1. Philology, ~~Mod~~ ~~ern Societies, etc.~~ I. Title: PMLA
PB6.M6 Period. 12-32040 rev 2*
Library of Congress [r54k2]

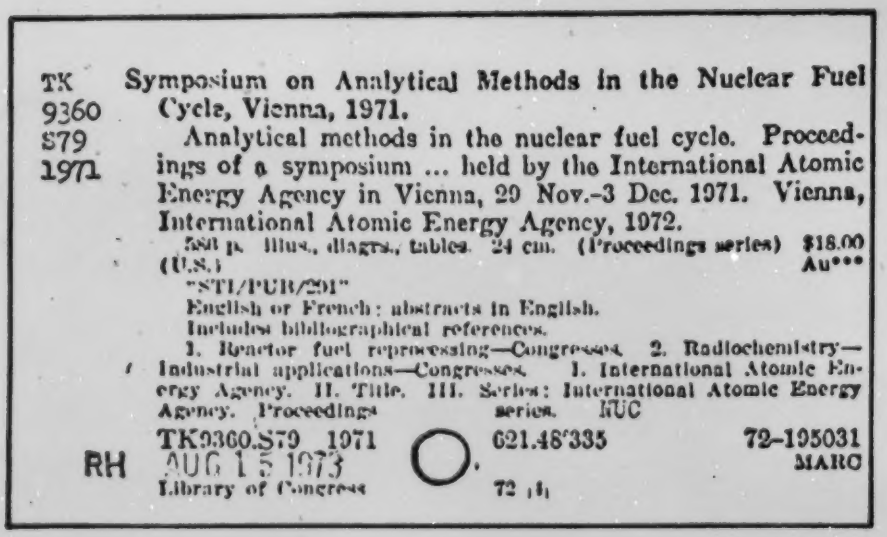
e. Conferences, Congresses, etc.

Conferences or symposia are entered under the full name of the symposium and are then identified by number, place and date:

Congress of Cell Biology, 8th. Leyden, 1954

White House Conference on Aging, Washington, D. C., 1961

International Conference on Plant Growth Regulation. 4th. Yonkers, N. Y., 1959



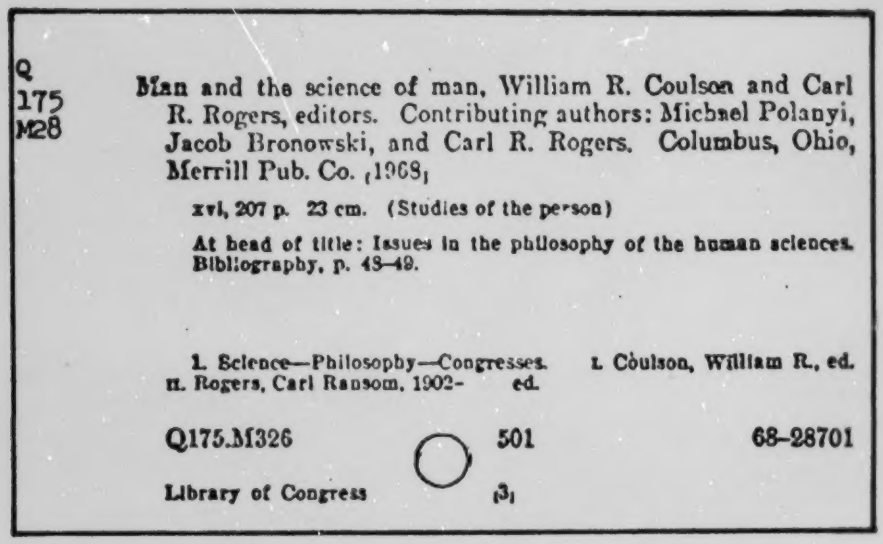
TK
9360
S79
1971

Symposium on Analytical Methods in the Nuclear Fuel Cycle, Vienna, 1971.

Analytical methods in the nuclear fuel cycle. Proceedings of a symposium ... held by the International Atomic Energy Agency in Vienna, 29 Nov.-3 Dec. 1971. Vienna, International Atomic Energy Agency, 1972.
588 p. illus., diagrs., tables 24 cm. (Proceedings series) $18.00
(U.S.) Au***
"STI/PUB/291"
English or French; abstracts in English.
Includes bibliographical references.
1. Reactor fuel reprocessing—Congresses. 2. Radiochemistry—Industrial applications—Congresses. I. International Atomic Energy Agency. II. Title. III. Series: International Atomic Energy Agency. Proceedings series. RUC
TK9360.S79 1971 621.48'335 72-195031
RH AUG 15 1973 MARC
Library of Congress 72 [4]

3. TITLE AS A MAIN ENTRY

If neither a person or corporate body nor an event is responsible for the book, or if it is difficult to know who is responsible, the main entry is the title. This is common for collections and periodicals.



Q
175
M28

Man and the science of man, William R. Coulson and Carl R. Rogers, editors. Contributing authors: Michael Polanyi, Jacob Bronowski, and Carl R. Rogers. Columbus, Ohio, Merrill Pub. Co. [1968]

xvi, 207 p. 23 cm. (Studies of the person)

At head of title: Issues in the philosophy of the human sciences.
Bibliography, p. 48-49.

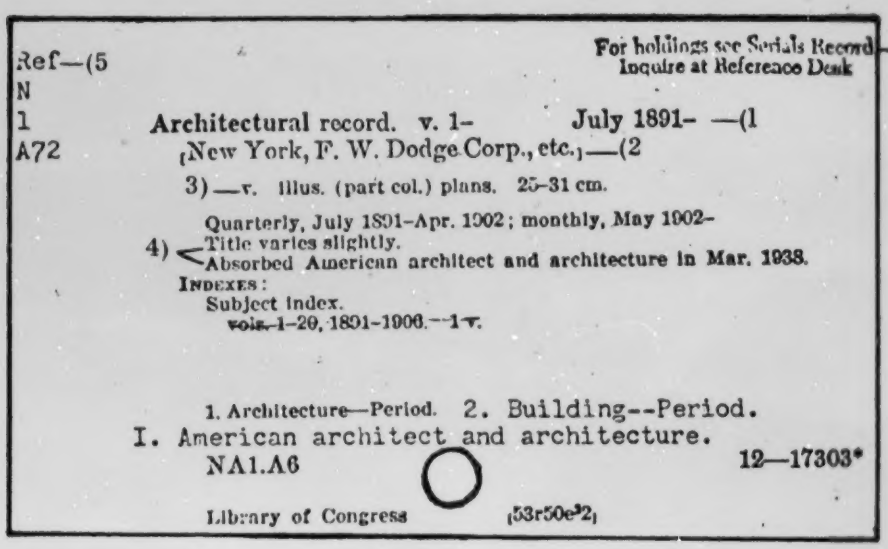
1. Science—Philosophy—Congresses. I. Coulson, William R., ed.
II. Rogers, Carl Ransom, 1902- ed.

Q175.M326 501 68-28701

Library of Congress [3]

4. PERIODICAL TITLE AS MAIN ENTRY

Most periodicals are entered under title (when they have distinctive titles) because the editors or sponsors may change from time to time.



Ref—(5
N
1
A72

For holdings see Serials Record—(6
Inquire at Reference Desk

Architectural record. v. 1- July 1891- —(1
[New York, F. W. Dodge Corp., etc.]—(2
3)—v. illus. (part col.) plans. 25-31 cm.

Quarterly, July 1891-Apr. 1902; monthly, May 1902-
4) Title varies slightly.
Absorbed American architect and architecture in Mar. 1938.

INDEXES:
Subject index.
vols. 1-20, 1891-1906.—1 v.

1. Architecture—Period. 2. Building--Period.
I. American architect and architecture.
NA1.A6 12—17303*

Library of Congress [53r50e2]

In general, the Serials List is used for locating periodicals. If the catalog is used, please note the difference between book cards and periodical cards.

1. Entry indicates either inclusive dates or the beginning date of periodicals we continue to receive.

2. A publisher is usually not indicated.

3. The collation usually is left open, indicating only volumes and frequency.

4. The notes indicate the history of the periodical.

5. Older periodicals have "Ref" in the call number although they are limited loan.

6. Obsolete. The Serials list has most of the needed information about what the library owns. Complete information can be requested at the Serials Desk.

5. ADDED ENTRIES

The other cards in the card catalog are usually reproduced from the main entry card. They are called added entries since the top line is added to the basic main entry card. Added entries may be made for:

Secondary authors	Corporate bodies
Editors	Titles
Translators	Parts of titles
Subjects	Series titles

Almost anything that might be a useful finding device for the book may be an added entry.

Title added entry

The cool, crazy world of the sixties.

CB
426
B4 Berton, Pierre, 1920-

Voices from the sixties; twenty-two views of a revolutionary decade. [1st U. S. ed.] Garden City, N. Y., Doubleday, 1967.

xviii, 242 p. 23 cm.

Interviews originally held on the Pierre Berton television program. Most of the interviews were first published in 1960 under title: The cool, crazy world of the sixties.

CONTENTS.—Introduction: the mood and the medium.—Ray Bradbury: Cassandra on a bicycle.—Louis Lomax: the television prophet.—Maureen Murphy: civil rights worker.—Malcolm X: the black vigilante.—Malcolm Boyd: the espresso priest.—Lord Soper: the soapbox parson.—Dr. Anne Biezanek: the church and the pill.—Lois Pearson: a witch in suburbia.—Lenny Bruce: a child before his

For fuller information see main author card

(Continued on next card)

67-19806

[3]

Author added entry

Makino, Seiichi, 1935- joint author.

PL
537
I8 Itasaka, Gen, 1922-
Modern Japanese : an advanced reader / Gen Itasaka, Seiichi Makino, Kikuko Yamashita. -- 1st ed. — Tokyo : New York : Kodansha International ; New York : distributed by Harper & Row, 1974.
2 v. : 21 cm. Ja***
Includes index.
CONTENTS: v. 1. Text.—v. 2. Vocabulary and notes.
ISBN 0-87011-222-8 set
1. Japanese language—Readers. 2. Japanese language—Glossaries, vocabularies, etc. I. Makino, Seiichi, 1935- joint author. II. Yamashita, Kikuko, joint author. III. Title.
PL537.I8 ○ 495.6'8'6421 73-8[illegible]
FEB 1 2'75

Series added entry

Council of Planning Librarians.
Exchange bibliography, 569.

Z
7164
07
C65
no.
569 Fox, Teri.
Environmental management: an annotated bibliography. Monticello, Ill., Council of Planning Librarians, 1974.
44 p. (Council of Planning Librarians. Exchange bibliography, 569)

1. Environmental policy--U.S.--Bibl. I. Title. II. Series. NUC

○

6. ANALYTICS

Some collected works such as short stories, plays or essays may have added entries called "analytics". These identify individual works contained in the collections.

Main Entry

PT
8854
L4

Ibsen, Henrik, 1828–1906.
Six plays. Newly translated and with an introd. by Eva Le Gallienne. New York, Modern Library [1957]

xxxiii, 510 p. 19 cm. (The Modern library of the world's best books [6])

CONTENTS.—A doll's house.—Ghosts.—An enemy of the people.—Rosmersholm.—Hedda Gabler.—The master builder.

Author, title anals.

PT8854.L4 ○ 839.8226 57—6489

Library of Congress [58k7]

Analytic

PT
8854
L4

Ibsen, Henrik
A doll's house.

(In his six plays. Newly translated. New York, Modern Library [1957])

○

7. TRACINGS

In order to keep track of the cards in the catalog, the entries made are traced on the bottom of the main entry card. The added entries for Author-Title Catalog are listed with Roman numerals (I., II., III. etc.) or with parenthesis for Series (Series) or as seen on the card for analytics without numbers. Added entries for the Subject Catalog are listed with Arabic numerals (1, 2, 3). Subject tracings can be very useful in searching subjects, for they describe the subject of the book and show under what subject to search for similar books. See page 8 for identification of the tracings on card.

8. ADDITIONAL CARDS IN THE AUTHOR-TITLE CATALOG

Brief Listed Materials

Green slips and photographed title pages are filed by main entry. They indicate the book is in the library, but that it is probably still in the processing departments. Material on green slips may be requested at the reference desk and obtained at the circulation desk after a short delay.

Order No.		L. C. No.
907, 690	MICHELET, JULES, 1798-1874	74-195356
Vendor		I.S.B.N. No.
A87R	LE PEUPLE. INTRODUCTION DE PAUL VIALLANEIX.	

PARIS, FLAMMARION, 1974.

TO REQUEST BOOK
(NOUVELLE BIBLIOTHEQUE ROMANTIQUE)
REFERENCE DESK

FR 26

Guideline	Date of Order	Quantity	List Price	Cost Price
CFRELB	12-5-75	1	6.01	6.57
Recommender	**Date Received**	**Invoice No.**		**Invoice Date**
PH. WALKER	MAR 23 1976	60.736		2-14-76

Author Cards

There are author cards and author-title cards for material in large sets which the library owns on microfilm (reels), microfiche (4 x 5 transparencies), microcard (3 x 5 opaque cards) or microprint (5 x 7 opaque cards). For locating these particular titles, a bibliography or list may have to be consulted. The best way to locate these materials is to ask a reference librarian for help.

Burney, James, 1750-1821.

Texts of the works by this author which are listed in Bibliotheca Americana, A Dictionary of Books Relating to America, from its Discovery to the Present Time, by Joseph Sabin, are available in the library on microcard with the call number:

E
12
S4
Microcard

Information card

HRAF
NS31
3:
Microfiche

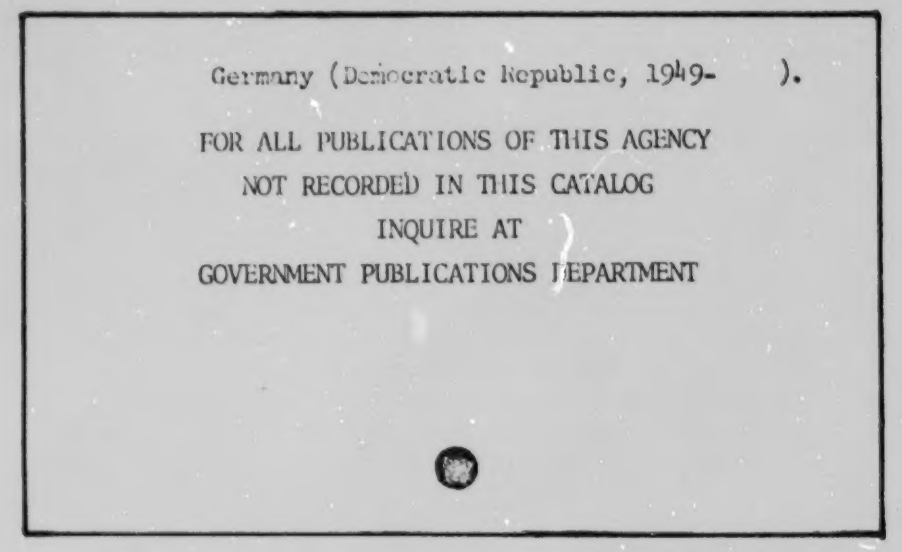
Waterman, Thomas Talbot, 1885-1936.
The Kepel fish dam, by T. T. Waterman and A. L. Kroeber. Berkeley, Calif., University of California Press, 1938.
49-80 p. (University of California publications in American archaeology and ethnology. v. 35, no. 6)
Photo-offset. New Haven, Human Relations Area Files, 1958. 13 x 20 cm.

1. Indians of North America--California. 2. Indians of North America--Fishing. 3. Yurok Indians. 4. Weirs. I. Kroeber, Alfred Louis, 1876-1960, joint author. II. Title.

CLSU 67

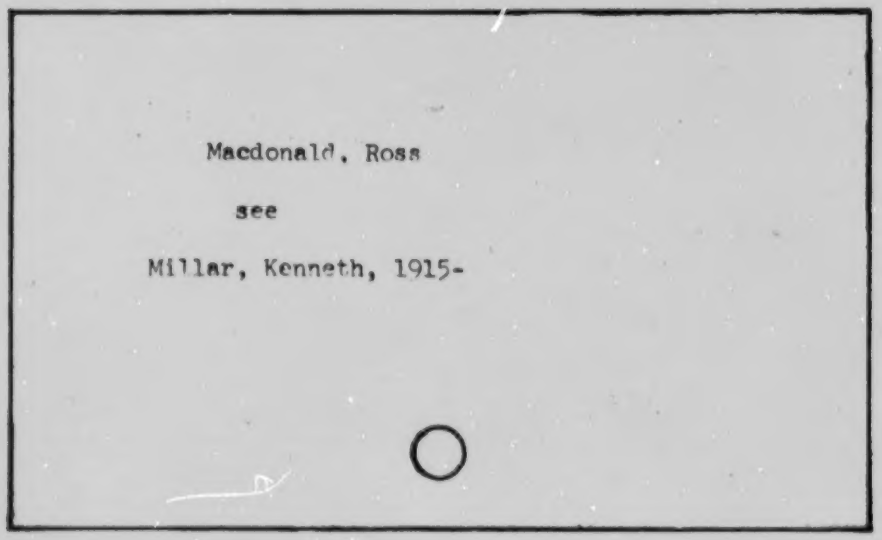
Explanatory Cards

Various kinds of explanatory cards are located in the catalog that tell you which entry to use or where you might find other material in the library.


Germany (Democratic Republic, 1949-).
FOR ALL PUBLICATIONS OF THIS AGENCY
NOT RECORDED IN THIS CATALOG
INQUIRE AT
GOVERNMENT PUBLICATIONS DEPARTMENT

References

There are cards in the Author-Title Catalog which refer from the form of names which are not used in the catalog to the form which is used.



B. PROBLEMS IN LOCATING BOOKS IN CARD CATALOG

There are a number of reasons why the entry for a book is not found in the Author-Title Catalog, other than that the library does not own the material.

1. The book is not listed the way it might be expected to be. It might be listed under the series number, or be part of a serial, or it might be under the author and you only have the title.

2. The filing rules may not be understood.

3. There may be something wrong with the information on the book such as a misspelled author's name.

4. It may be a periodical article or an essay and not a complete book.

5. It may be a type of material that is not represented in the card catalog. Some materials in the library have separate catalogs or means of approach. These include:

   a. Government Publications (special indexes)

   b. Technical Reports (see leaflet, special indexes)

   c. Art Exhibition Catalogs (computer produced index)

   d. Records and Tapes (their own catalog)

   e. Curriculum Materials, including state text books, courses of study, children's books.

   f. Microform Collections

Reference librarians should be consulted about difficulties in locating material. They can assist in finding alternate sources.

C. FILING ORDER IN THE AUTHOR-TITLE CATALOG: WHEN TO USE THE ALPHABET?

The Author-Title Catalog is filed alphabetically. Or is it? It isn't so easy to be certain. Those who file cards into this catalog use a thirteen-page guide, probably more than you want to know!

Here are the rules needed to find most of the materials in the Author-Title Catalog. Many libraries will use the same or similar rules. The Reference Librarians can assist if help is needed.

1. Basic Rule. Entries are filed word by word, alphabetizing letter by letter to the end of each word:

   America needs
   American alternatives
   American needles
   American needs
   Americana almanac

As you can see in the previous example the shorter word is filed before the longer word which includes all the letters of the shorter one.

America	New York
American	News monthly
Americana	Newsweek

Another way of explaining this is that "nothing comes before something." A space after a word or between words is filed before any letter.

CARD FOR "LEGAL WRITING" FILES IN FRONT OF CARD FOR "LEGALISM"

BJ 55 S35 Legalism.

Shklar, Judith N
Legalism, by Judith N. Shklar. Cambridge, Harvard University Press, 1964.

Legal writing simplified. 7[illegible]-242)

KF 250 B5 Biskind, Elliott L
Legal writing simplified, by Elliott L. Biskind. New York, Clark Boardman Co., 1971.
171 p. 23 cm. $7.95

2. Disregard punctuation marks as follows:

a) Periods and hyphens are filed as if they were simple spaces between words or letters:

Book-plate before	A. L. A. before
booking	About

b) Internal apostrophes are filed as if no space exists between the letters in the word:

won the before	haven soon before
won't he	haven's end

c) Terminal apostrophes are ignored for filing:

boys' is filed exactly, as boys

3. Initials are filed before words beginning with the same letter:

   LSD before
   Labor economics

4. Disregard the articles "a", "An", "The", and those foreign equivalents when they are the first word.

   The old man and the sea before
   A room of one's own

   But don't forget to alphabetize them if they come later:

   Only bravery before
   Only the brave

   (Note: and, for, of, on, to and those foreign equivalents are never disregarded.)

5. Forenames are filed before the same name as a surname:

   Thomas Acquinas before
   Thomas, Aaron

6. Names beginning with prefixes are filed as if one word and names beginning with M' and Mc as if spelled Mac:

   Los Angeles as Losangeles
   Van Dyke as Vandyke
   McDonald as Macdonald

7. Single surnames are filed before double surnames:

   Lopez, Roberto before
   Lopez Castillo, Roberto

8. For the same word, (1) authors, (2) places, and (3)titles are filed in that order:

   (1) Author Sheffield, Robert before
   (2) Place Sheffield, England before
   (3) Title Sheffield City Directory

9. Regard numbers as if written out in the language used except where listed chronologically:

   1984 (title) as Nineteen eighty-four

10. Regard abbreviations and shortened words as if written out:

    Mr. as Mister, Mrs. as Mistress
    St. as Saint, U.S. as United States

11. Regard modified vowels as follows:

German and Scandinavian ä, ö, ü as ae, oe, ue
Scandinavian å, á as aa
Dutch y as ij

12. Regard non-Roman alphabets as if transliterated.

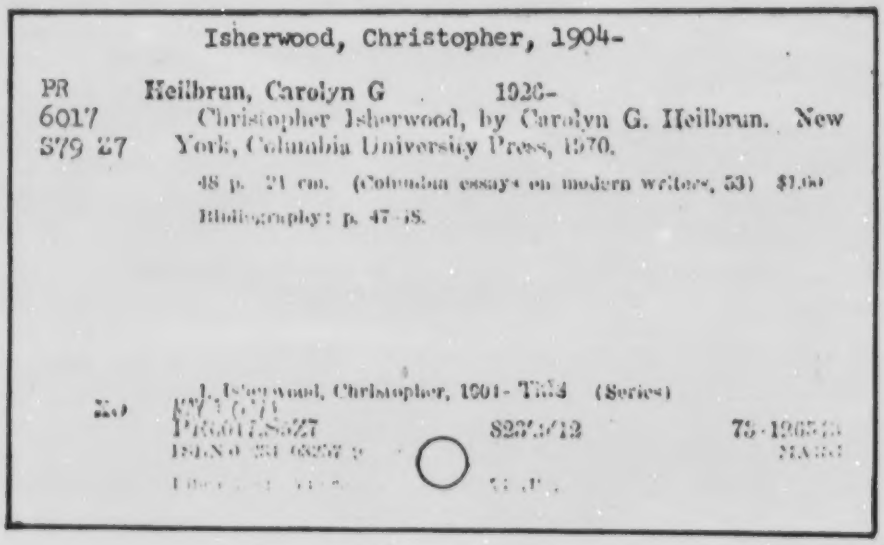
D. SUBJECT CATALOG

The subject Catalog lists books and periodicals by subject. If you need information about people, places, ideas or things, the subject catalog will lead you to the materials. It acts as a subject bibliography or subject index to materials in the collection.

1. SUBJECT ADDED ENTRIES

The cards in the Subject Catalog are subject added entry cards and are duplicated of the main entry card in the Author-Title Catalog. They may have the subject typed in red on the top line or they may have the number of the subject in the tracings circled in red.

Typed in Red at top of card

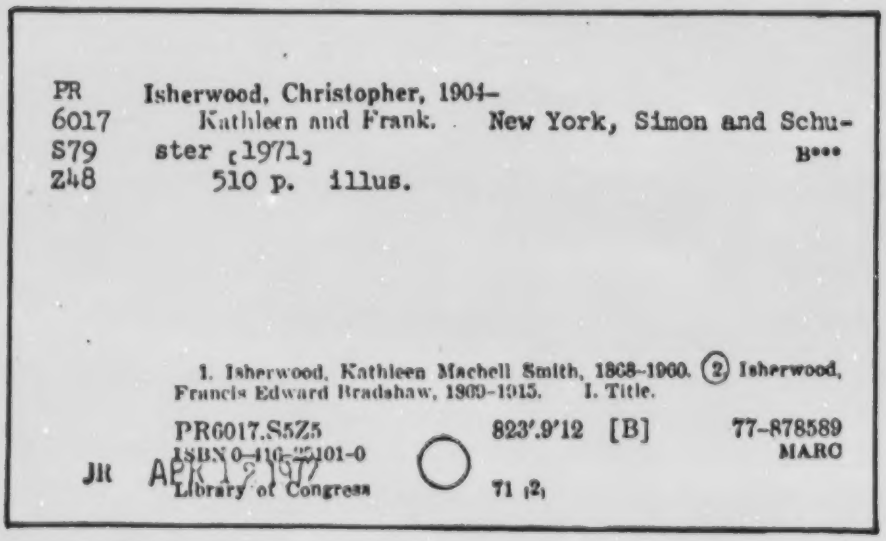


Isherwood, Christopher, 1904-

PR 6017 S79 Z7 — Heilbrun, Carolyn G 1926-
Christopher Isherwood, by Carolyn G. Heilbrun. New York, Columbia University Press, 1970.
48 p. 21 cm. (Columbia essays on modern writers, 53) $1.50
Bibliography: p. 47-48.

1. Isherwood, Christopher, 1904- I. Title. (Series)
PR6017.S8Z7 823'.9'12 73-126573
ISBN 0-231-03257-9 MARC

Circled in red



PR 6017 S79 Z48 — Isherwood, Christopher, 1904-
Kathleen and Frank. New York, Simon and Schuster [1971]
510 p. illus.

1. Isherwood, Kathleen Machell Smith, 1868-1960. (2) Isherwood, Francis Edward Bradshaw, 1869-1915. I. Title.
PR6017.S5Z5 823'.9'12 [B] 77-878589
ISBN 0-410-25101-0 MARC
Library of Congress 71 [2]

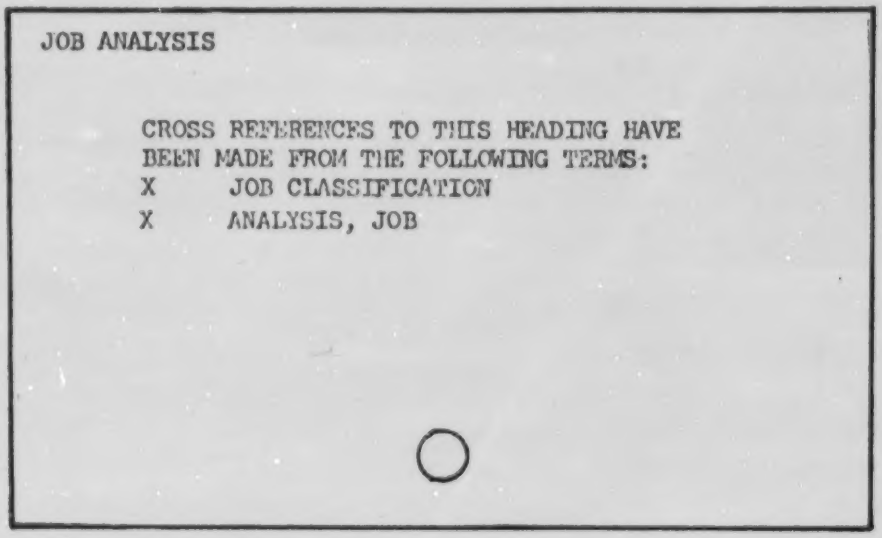
JR APR 12 1977

30

2. GUIDE CARDS

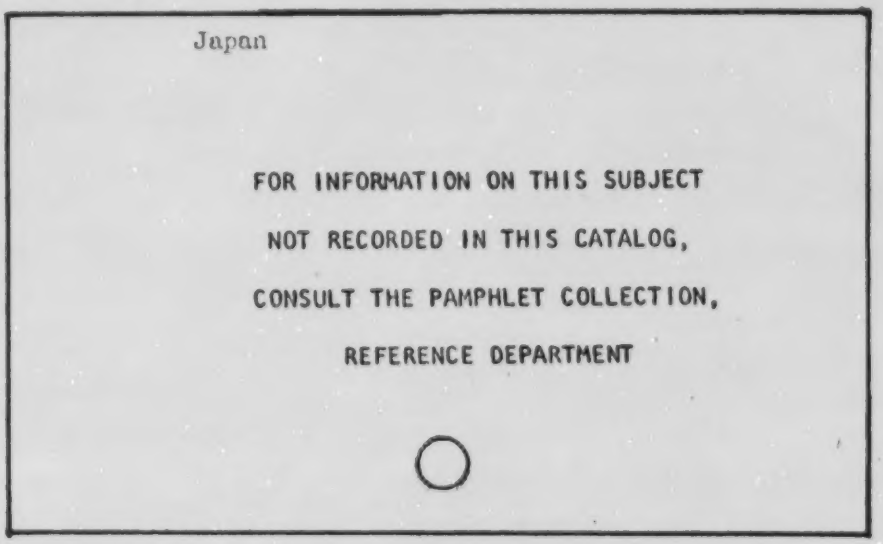
This catalog has tall guide cards with the subjects and cross reference on them. The library is in the middle of a project to supply guide cards for all subjects and "see references." Because the project has not been completed, subjects will be found between subject guide cards. The guide cards have a record of the "see references" made.

The subjects marked X on this card will have no books behind them, but refer to Job analysis.


JOB ANALYSIS
CROSS REFERENCES TO THIS HEADING HAVE
BEEN MADE FROM THE FOLLOWING TERMS:
X JOB CLASSIFICATION
X ANALYSIS, JOB

3. OTHER CARDS--INFORMATION

There are a number of other information cards in the subject catalog which refer you to other collections in the library such as the Pamphlet Collection or Government Publications. These cards are usually blue in color.



4. LIMITATIONS

While the Subject Catal og is one of the most useful tools for finding books in the library, it does have limitations since not all books in the library are listed in the Subject Catalog. These include novels, plays, stories, poems, etc. Some research materials have been added without subject headings.

5. FILING IN THE SUBJECT CATALOG

The Subject Catalog has the same basic filing rules as the Author-Title Catalog. In addition, there are two more basic rules because of the use of subdivisions, adjectives, phrases, etc.

1. For headings subdivided or modified, regard the punctuation used. Dashes file before commas. For example:

   Psychology
   Psychology--Experiments
   Psychology--Methodology
   Psychology, Applied
   Psychology, Industrial
   Psychology as a profession
   Psychology in literature

2. For headings subdivided by time period, file in chronological order. The most inclusive period filed first, followed by sub-divisions within that period and after that the next time division. Period sub-divisions may be indicated either by dates or by phrases. The phrases and dates do not file alphabetically. However subject subdivisions of a period subdivision will interfile in alphabetical order within that period:

   U. S.
   U. S. --Biography
   U. S. --Civilization--Bibliography
   U. S. --History--Revolutionary War
   --History--1783-1800
   --History--20th century
   U. S. Constitution
   U. S. Constitution. Amendments

Consult a reference librarian if you encounter difficulties. Making use of the Subject Catalog for search strategy will be discussed in that section.

CHAPTER 4. CLASSIFICATION AND ARRANGEMENT

A. CLASSIFICATION SYSTEMS

Libraries are organized by subject, usually following one of two major classification schemes: The Dewey Decimal System and the Library of Congress system. The Dewey Decimal System was first published in 1876 arranging material into 10 major subject classes. In about 1900, the Library of Congress system was developed using 21 letters of the alphabet. These letters can be doubled for further divisions and in a few cases tripled. Both classification systems use a letter and number in addition to designate the author. Public libraries and school libraries use the Dewey system. Because of the more expandable notation in the LC system, most large libraries find it more useful for classification of their materials. The chart on the back of the Author-Title Catalog compares the notations for each system. Here are some specific comparisons:

	LC	Dewey
Lasers	TK 7871.3	621.329
Television	TK 6630	621.388
Ecology	QH 541	574.5
Architecture, U.S	NA 712	720.973

LIBRARY OF CONGRESS CLASSIFICATION SCHEME

The UCSB library uses the Library of Congress Classification System to arrange its books on the shelves.

The Outline of the scheme is found on the next two pages.

Partial Outline of the Library of Congress Classification System

A--GENERAL WORKS

AC--Collections
AE--Encyclopedias
AG--(other) General Reference Works
AI--Indexes
AN--Newspapers
AP--Periodicals
AZ--General History of Knowledge and Learning

B--PHILOSOPHY, RELIGION

B--Collections, History, Systems...
BC--Logic
BD--Metaphysics
BD10-BD41: Introduction to Philosophy
BF--Psychology
BH--Esthetics
BJ--Ethics
BL--Religions, Mythology
BM--Judaism
BR--Christianity
BS--Bible

C--HISTORY--AUXILIARY SCIENCES

CB--History of Civilization (General and special only. Special countries, see DA-DU, E, F)
CS--Genealogy
CT--Biography (when possible, biography is classed with subject, B-Z)

D--HISTORY (EXCEPT AMERICA)

D--General History
DA--Great Britain
DC--France
DD--Germany
DK--Russia
DS--Asia
DT--Africa

E-F--AMERICA

E11-E143--America (general)
E31-E50--North America (general)
E151-E770--United States
e.g. E186-E.00--Colonial Period
E458-E655--Civil War

F1-F970--United States (local)
F1201-F3899--Latin America

G--GEOGRAPHY, ANTHROPOLOGY

G--Geography, Voyages, Travel (general), Atlases
GA--Mathematical & Astronomical Geography
GB--Physical Geography
GN--Anthropology, Ethnology, Ethnography
GR--Folklore

H--SOCIAL SCIENCES

H--Social Sciences (general)
HA--Statistics
HB--Economic Theory
HE--Transportation & Communication
HF--Commerce, including tariff
HG--Finance
HJ--Public Finance
HM--Sociology, General & Theoretical
HN--Social History & Social Reform
HQ--Family, Marriage, Woman, etc.
HX--Communism, Socialism, Anarchism

J--POLITICAL SCIENCE

J--Documents (incl. serial documents not classified by subject: J10-J99--United States)
JA--General Works
JC--Theory of the State
JF-JX--Constitutional Hist. & Adm.
e.g. JK--United States
JQ--Asia, Africa, Australia
JS--Local Government

K--LAW

L--EDUCATION

LA--History of Education
LB--Theory & Practice. Educ. Psych. Teaching
LD-LT--Universities and colleges by country

M--MUSIC

M--Music
ML--Literature of Music
MT--Musical Instruction

N--FINE ARTS

N--General
NA--Architecture
NB--Sculpture & Related Arts
NC--Graphic Arts in General
Drawing & Design
ND--Painting
NK--Art Applied to Industry
Decoration & Ornament

P--LANGUAGE AND LITERATURE

P--Philology & Linguistics
PA--Greek & Latin Philology & Lit.
Modern European Languages:
PB--General Works
Romance Languages
PC1001-1977--Italian
PC2001-3761--French
PE1-3729--English
PF3001-5999--German
PG1-7498--Slavic Lang. & Lit.
e.g. PG2001-3999--Russian
PM--Amer. Indian & Artificial Lang.
Literary History & Literature
PQ--Romance Literatures
e.g. PQ1-3981--French
PQ4001-5991--Italian
PR--English Literature
PS--American Literature
PZ--Fiction & Juvenile Literature
e.g. PZ1-3--Fiction in English

Q-SCIENCE

QA--Mathematics
QB--Astronomy
QC--Physics
QD--Chemistry
QE--Geology
QH--Natural History
QK--Botany
QL--Zoology
QM--Human Anatomy
QP--Physiology
QR--Bacteriology

R--MEDICINE

RD--Surgery

S--AGRICULTURE--PLANT & ANIMAL INDUSTRY

SD--Forestry
SF--Veterinary Medicine

T--TECHNOLOGY

TA--Engineering (general)
TK--Electrical Engineering
TR--Photography

U--MILITARY SCIENCE

V--NAVAL SCIENCE

Z--BIBLIOGRAPHY & LIBRARY SCIENCE

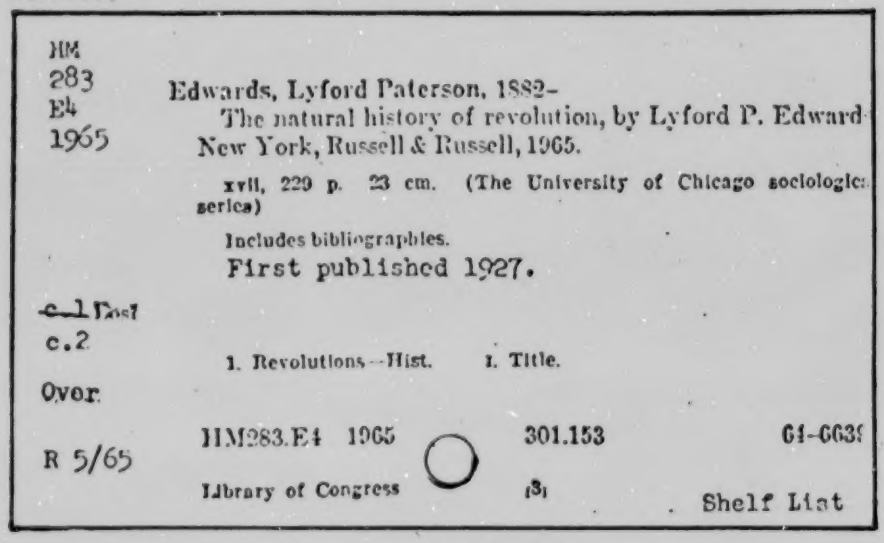
Z116-550--Book Industry
Z665-997--Libraries & Library Science
Z1001-9000--Bibliography

B. CALL NUMBERS

The combination of the classification number and the author number make up the call number. It is by the call number that materials are arranged on the shelves.

1. CLASSIFICATION NUMBER

The classification numbers are assigned from the most general subject to the most specific. A group of numbers are assigned to a topic. The first number will be assigned to general books on the topic. Later numbers will be assigned to specific aspects of the general subject. Specific aspects may also be indicated by a letter and number.



HM
283
E4
1965

Edwards, Lyford Paterson, 1882-
The natural history of revolution, by Lyford P. Edward
New York, Russell & Russell, 1965.
xvii, 229 p. 23 cm. (The University of Chicago sociologic serics)
Includes bibliographies.
First published 1927.

c.1 Lost
c.2

1. Revolutions--Hist. I. Title.

Over

R 5/65

HM283.E4 1965 — 301.153 — 64-6639
Library of Congress — Shelf List

For this book the call number can be broken down:

H - Social Sciences

HM - Sociology

HM251-299 - Social Psychology

HM280 - Revolutions

HM283 - History of Revolutions

2. AUTHOR NUMBER

The author's name is Edwards so the number E4 stands for it. The 1965 is included to identify this edition. The complete call number for the books is:

HM
283
E4
1965

If the author had written a second book on the history of revolutions called Revolutionary history the numbers N3 and R3 might have been added after E4 to indicate the title.

C. LOCATING CALL NUMBERS ON THE SHELVES

It is not necessary to remember where classification letters are located in the library because Where is it? and posted lists indicate these locations.

1. SHELVING

Books are shelved by their call numbers. Call numbers follow certain rules for order which must be followed in order to locate any one call number:

a. Single letters file before double letters.

b. Numbers with decimal points interfile with whole numbers.

c. Author or cutter numbers are read decimally A8 - A.8

d. Double cutters numbers are filed first by first cutter then second.

This is an example of how books would appear on the shelves, filed in call number order.

D 10 H4	D 10.6 H4	D 1060 H3	DA 16 C5	DA 16 C53	DA 16 C6	DA 17 C5	DA 17 C5 B4

2. MATERIALS NOT IN THEIR REGULAR PLACE ON THE SHELF

As was stated in the section on Collections, much material has been placed in special locations for various reasons. To indicate these locations the catalog cards may be stamped in the call number or they may be covered with plastic overlays. Also, cardboard dummies may be substituted for the material in the regular place on the shelf. In some cases the only indication will be charge cards in the circulation files. The chart on p.32 will indicate these various devices. Also the display on the back of the Author-Title Catalog shows examples of these special means.

HELPS FOR FINDING BOOKS IN THE LIBRARY

a. Check for logical mis-shelving.

b. Check nearby tables and yellow reshelving shelves in surrounding area.

c. Ask at the Main Circulation Desk. The book may be "on reserve", checked out, at the bindery, in storage, missing, etc.

d. Check the Author-Title Catalog to see if some information was missed. This information may be in the call number or on a plastic overlay.

e. Go to the Shelf List and check for special locations, etc.

f. Request help. The Librarian can determine if there is some peculiarity which makes location a problem.

g. Lastly, request the Main Circulation Desk to put a "search" on the book.

D. IDENTIFICATION OF COLLECTION LOCATIONS

Materials not listed in Card Catalog, but which have Catalogs or indexes of their own.

Pamphlets	Archives	Exam file
Annual Reports	Manuscripts	Map Room--overlays
Telephone Directories	Juvenile Collection	Oil Spill Information Center
College Catalogs	Text Books	Technical Reports-special indexes
Examination files	Courses of Study	Government Publications
Records	Film strips	
Art Exhibition Catalogs		

Information in call number, either below or above or stamped in left center of the card.

Special Collections	Microforms	Coleccion Tloque Nahuaque
Wyles	Oriental Coll.	Curriculum Collection
Printers Collection	Black Studies	
*-Wyles		

Plastic Overlays

Orange — Green slips (Received, ask at Reference Desk)

Red — Special Location: Inquire at Reference Desk

Blue — Bibliography Room, Map Room, SEL Library

Brown — Arts Library

Green — Government Publications

Card in Circulation

Stack D

Dummies

Oversize
Reference Locations
Bibliography Room

CHAPTER 5. SEARCH STRATEGY

A. LIBRARY RESEARCH

Research can be many things from work in a laboratory, to a survey in a community to searching for information in a library. For any kind of research locating information in a library may be necessary. Research comprises one of the processes of the work involved in completing a term paper or thesis.

The whole process consists of several steps:

1. Selection and definition of your topic
2. Search Strategy--locating relevant materials in the library
3. Bibliography--documenting material found
4. Reading and gathering information
5. Preparing an outline
6. Writing up the results

The first step is to be worked out with the course instructor, taking into account the suggestions made below. The second step concerns Search Strategy and is the emphasis of this manual. Step three is discussed briefly at the end of this chapter. The latter three steps constitute the work done to acquire the information, organize and write a term paper. These are more properly topics for English composition. The library has published Style Guides which lists books which may help you complete these steps.

Search strategy is the plan or steps taken to locate research materials. The direction of the search is to a large extent the result of the success or failure of each step. After each step a decision must be made as to what the next step will be. The best decisions can only be learned through practice or by making use of the exprience or practice of others.

There are no hard and fast rules for searching, but there are basic ways that have proven successful for a wide range of subjects; following these suggested steps should produce sufficient information to write a paper. They should give the researcher enough experience so that he can apply the techniques learned to search for information on any subject.

1. SELECTION AND DEFINITION OF TOPIC

Time and amount of material:

What needs to be considered before the actual bibliographic search is begun? What is the assignment in terms of class requirements? Research for a ten minute speech or a three page paper will differ from research for a 100 page paper for a three unit class or a two quarter class or an advanced degree. Knowing the magnitutde of the assignment will make it possible for the researcher to determine how much time to devote to the search and how much material to gather. For a persuasive speech one periodical article may be enough, but for a lengthy research paper a wide variety of source materials would be essential.

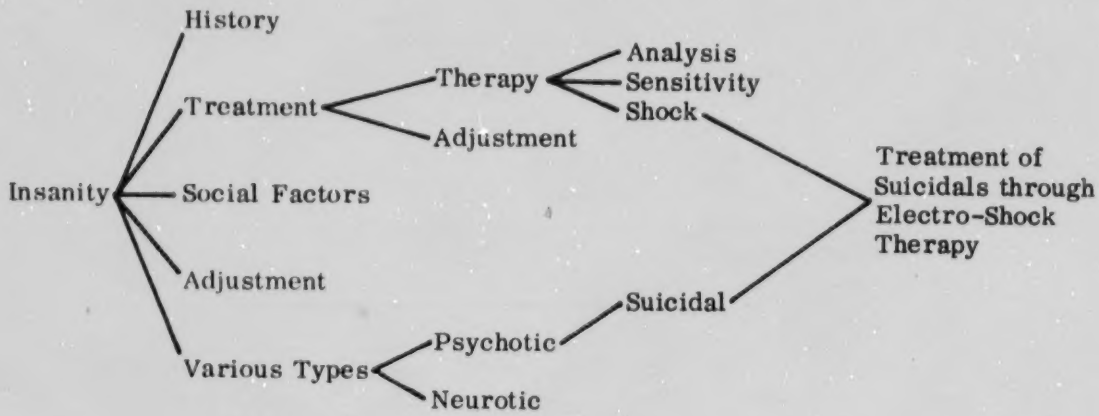
Content:

By answering a series of questions the content of a term paper can be defined. What is the purpose of the assignment in terms of the course? What is the paper for? Is the paper to inform, to analyze an event, situation, or period? Is it to persuade or recommend? Is the topic historical or current? How does it fit into the scheme of knowledge? That is: is it Sociology or Psychology? Is it Biology or Physics? Is it a subject that deals with another country to the extent that the materials will be in the language of the country? Is it a popular or scholarly subject?

Extent of the topic:

What are the parameters of the subject? How broad or how narrow is the subject? Is it going to be the history of war (a huge and unmanageable subject) or the Wars of the Roses (also fairly broad) or the Battle of Bunker Hill (a more manageable topic). A topic can be so general that there may be too much material for the paper you plan to write or the subject might be so specialized that it would be difficult to find enough material for it.

Search diagram:



In reading the diagram from left to right, the subject Insanity is broken down into various aspects and into more specific subject treatment. It shows that in breaking the general subject down there may be two aspects that can be broken down into more and more specific topics. Thus, in doing bibliographic searching on the topic to the far right, the upper group of specifics might not provide the kind of useful material needed, while the lower set might provide just the sources which are most pertinent to the far right topic.

Reading the diagram from right to left brings the search to more general levels of the subject. Using more general subjects may be necessary because there is very little under the specific subject. The specific subject will then have to be searched in the index of the sources found under the more general topic.

The more general topic may be useful in finding reference tools. In fact, to find tools, the addition of the word psychology or abnormal psychology would help provide the next higher generalization of the topic.

2. SEARCH STRATEGY (See Diagram p. 40)

For the purpose of this manual, search strategy is explained as a series of set steps. In the Library Research course, the student is asked to take these steps in doing the research for the term project. In actual fact the steps may be omitted or may be taken in a different order or be quite mixed. Yet in most cases, if the steps are followed, the research for a term paper should progress well.

1) The first step in most searches is to gain enough information about the subject so that the topics to be looked up can be determined and so that there is an understanding of what the term paper subject means. Thus, a general account in an encyclopedia, subject encyclopedia or general text on the subject is usually found and read to place the term paper subject in a larger context. It may be necessary to look up key words in a dictionary or persons in a biographical dictionary. To a varying degree the class for which the term paper is prepared will give the information needed to proceed.

   With the necessary general information the direction of the search can be determined and the best place to proceed with the search whether it be the card catalog to find book materials, indexes to find periodical articles or special collections such as Government Publications.

2) Book materials. If specific titles are known from the professor or the general account, the Author-Title Catalog can be searched. In most instances, the Subject Catalog will be the next logical place to look for material.

3) Bibliographies. Often it is helpful to locate a bibliography which covers the subject of the term paper. A bibliography can save time in searching catalogs and indexes. A guide to the literature or student handbook (a type of bibliography) can assist at the very beginning of the research by indicating the best sources for the subject.

4) Current material. Many subjects, particularly in the sciences are best pursued in the periodical literature. Finding the best index or abstract journal for a subject will be an essential part of a search strategy.

5) Special resources. Specialized sources should be considered to locate information on the topic; among these are government publications, technical reports, curriculum materials, recordings, etc. In any library it is a good idea to ask a librarian about what the library has to offer in the way of special materials.

6) Other search helps. Professors or teaching assists give the basic authors and titles of books to use for a topic. Specific titles can help in leading to subjects to search. Browsing in the library or in the Shelf List Catalog can also provide helpful material. Even chance can help in a search.

At every step of the search, the sources and material must be evaluated for quality and for relevance to the topic.

3. BIBLIOGRAPHY

Documentation is the record kept of books, periodical articles and other materials which are used as sources for a paper. This record becomes the bibliography for a paper. This information in the record should be presented consistently for each item, i.e., the components should be in the same order and have the same punctuation.

Bibliographic Form

Standards have been developed for the form of these citation entries. Various disciplines have their own forms of entry. For example, scientific bibliographies quite often have the date at the beginning of the citation rather than ~~the author.~~ at the end.

Sources for various forms of citation are found in the library's publication, Style Guides. The term project primarily requires consistency in following a form. It is desirable to determine the professor's preference. See p. 39 for examples of citations for various types of material.

Arrangement of Bibliographies

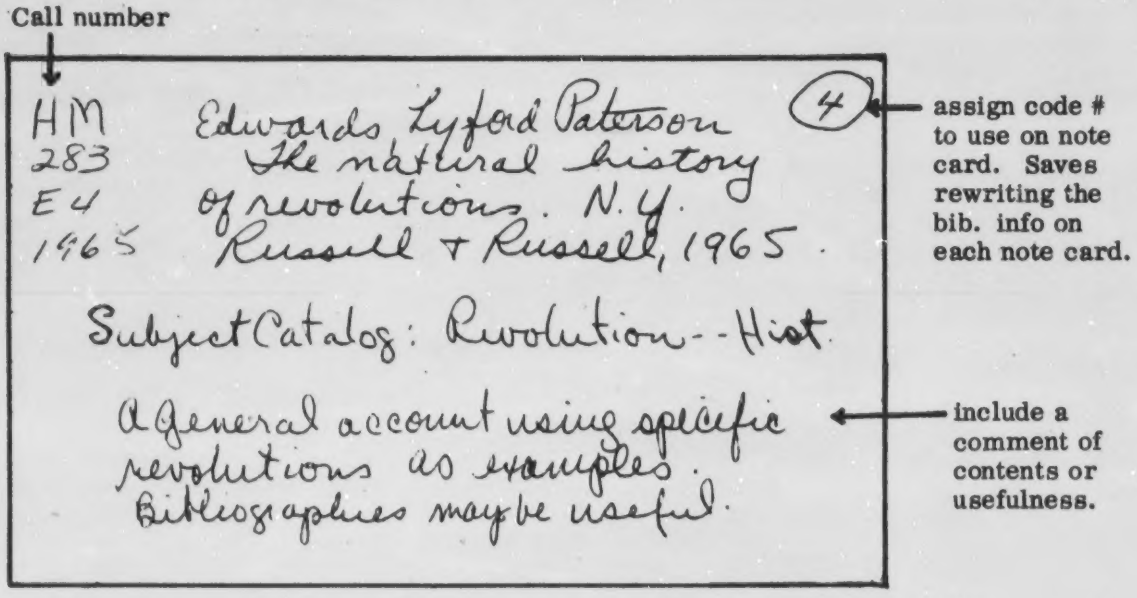
Bibliographies may be arranged alphabetically by author, by date, by type of material, by topic (general and specific). Identifying the citations themselves may indicate a way of arranging them.

Recording Information

Complete information should be recorded at the beginning of a search. It is a good idea to record the call number and where and how the item was located as well as the bibliographic data so that it is possible to retrace steps if necessary. The method of recording this information can vary considerably. Work out a means of keeping track, such as using 3 x 5" or 4 x 6" or 8 1/2 x 11" cards or sheets. Some of the style guides have chapters on note taking and record keeping. Record the full bibliographic data and the call number. Include where the reference was found (e.g. subject catalog--subject) and a few words to indicate content or evaluation. Number bibliographic cards so that all the information on each note card need not be repeated. Be careful about recording page numbers for quotes and information to be referred to later. In general, record information about only one subject on each card for then they can easily be rearranged to suit an outline.

Bibliography Cards

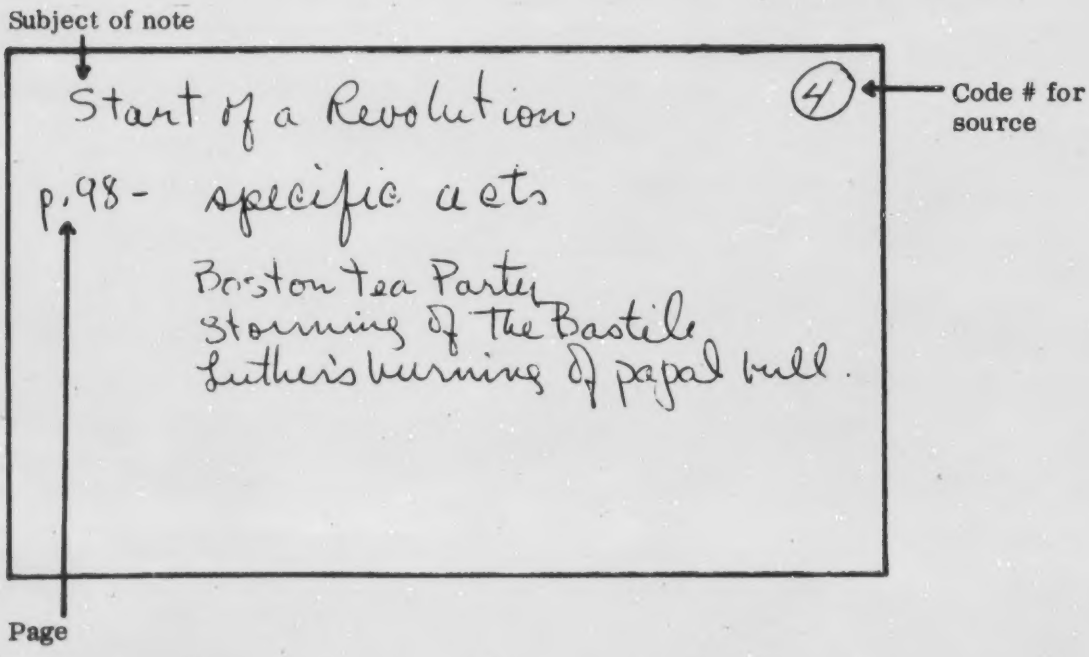
Make a bibliography card for each item that might be used. The information on the catalog card is usually correct. Cards can be alphabetized later for the final bibliography.



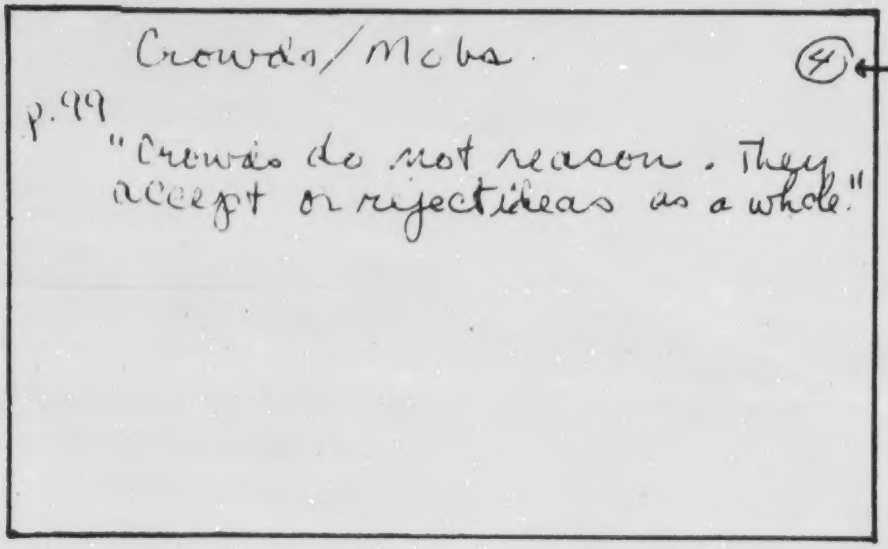
Be sure to include all of the information on the bibliography card which will be needed for footnotes or bibliographies.

Note Cards

Make a note card for each idea or topic. Thus, cards can be shuffled around to conform to the outline later. If two ideas are on one card, they cannot be split up to use in different parts of the paper.



It is usually safest to quote an opinion i.e.: "The greatest impact..."; however, facts and figures are less sensitive to interpretation and may be paraphrased.



Code # for source

4. READING AND GATHERING INFORMATION

Selection, retention and careful note taking are involved in this step.

5. PREPARING AN OUTLINE

An outline may be prepared before the search has begun or along the way. An outline should be made before the writing begins even if it is done in the head.

6. WRITING UP THE RESULTS

Style Guides will lead to work that help with this and some of the other steps in term paper preparation. Papers should be typed or carefully written. Appropriate illustrations should be included and a supportive bibliography as indicated in good form.

EXAMPLES OF ONE STYLE OF BIBLIOGRAPHIC CITATION

1. Book

   Downs, Anthony. Opening up the suburbs; an urban strategy for America. New Haven, Yale University Press, 1973. 219 p. (HT 123 D64 1973).

2. No author or editor

   The limits to growth; a report for the Club of Rome's Project on the Predicament of Mankind. By Donella H. Meadows and others. New York, Universe Books, 1972. 205 p. (HM 206 L5).

3. Corporate authorship

   Resources for the Future. Water pollution: economic aspects and research needs. By Allen V. Kneese. Washington, 1962. 107 p. (TD 420 R4).

4. Part of a book

   Boulding, Kenneth E. "Economics and ecology," in Darling, Frank F. and J. P. Milton, eds. Future environments of North America. Garden City, N. Y., Natural History Press, 1966. pp. 225-234. (HC 95 D3).

5. Magazine article, signed

   Bachmura, F. T. "The economics of vanishing species." Natural Resource Journal, 11:674-692, Oct. 1972. (H 1 N35).

6. Magazine article, unsigned

   "Environmental steel." Economic Priorities Report, April/May 1973 (whole issue). (HD 60.5 U5 E25).

7. An encyclopedia article

   "Stock." Encyclopedia Britannica. Chicago, Encyclopedia Britannica, Inc., 1970. v. 21, pp. 251-254.

8. Newspaper article, signed

   McCloskey, Katherine. "Development Center Director tells of dramatic successes." Santa Barbara News-Press, September 1, 1972, p. B-1.

9. Government publication

   U. S. Congress. House. Committee on Interior and Insular Affairs. Land use planning act of 1973. Hearings...H. R. 4862. 93d Cong., 1st Sess. Washington, GPO, 1973. 644 p.

SEARCH STRATEGY

1. SELECT DEFINE SUBJECT

2. Search Strategy

SUBJECT IN CONTEXT

Encyclopedias and Dictionaries

- Books
- Periodicals Newspapers
- Bibliographies Guides
- Gov't. Pubs. Spec. Coll. Curr. Lab. HRAF Pamphlets Tech. Rpts. Map Room Records

3. Record & Evaluate Bibliography

4. Read Take Notes

5. Outline

6. Writing up results

- Write and type
- Prepare Illustrations
- Bibliography in good form

CHAPTER 5. SEARCH STRATEGY

B. REFERENCE SOURCES

The purpose of the Library Research course is to teach the strategy of searching for information. To do this the student will be introduced to some reference materials. There are two kinds of reference materials. Some meet informational needs directly. These include encyclopedias, almanacs, dictionaries, and atlases. Other reference materials, the indexes, abstracts, catalogs and bibliographies, do not contain the specific information, but tell where to find it. Reference materials are kept in the library for multiple use by a number of different persons and do not circulate. Reference materials are often called "tools" by librarians. Even the card catalogs are thought of as a reference tool by librarians. For the literature of Reference there are two standard works which you will use to identify reference tools. They list reference tools in all fields of knowledge. They are:

Winchell, Constance M. (ed.)
Guide to reference books. 8th ed. Chicago, American Library Association, 1967. Supplements 1-3. (Ref Z 1035 W5 1967; Reference Desks) (See sample p.61.)

This guide contains an evaluative list of selected reference books, English and foreign; it compares their value under major headings: General reference works, the Humanities, Social Sciences; History and Area Studies; and Pure and Applied Science. Each group is subdivided by specific type of work by subject, and/or by country.

Walford, A J. (ed.)
Guide to reference material. 2nd ed. London, Library Association. 3 vols. (Ref Z 1035.1 W33; Reference Desks.)

This guide is international in scope but has a strong British emphasis. It is also stronger in bibliography than Winchell.

vol. 1: Science and Technology, 1973.

vol. 2: Social and historical sciences, philosophy and religion, 1969.

vol. 3: General works, language, literature, fine arts, 1970.

Another smaller work is a useful beginning review of reference materials.

Enoch Pratt Free Library. Reference Books; A brief guide for students and other users of the library. Baltimore, 1967. (Ref. Z 1035.1 E5)

An introduction to various types of reference materials is given in the form of a mini-guide to the literature of reference. (p.101)

Location of Reference materials

The UCSB library does not have all reference books in a single reference room. Some of the reference materials are in various "special locations". A plastic overlay on the catalog card will indicate such locations or advise the user to inquire at the reference desk. If the book has Ref in the call number, but no special location indication, it will be on the regular book shelves.

ENCYCLOPEDIAS AND DICTIONARIES

Research will start with finding a general account of the subject or of a more general subject which will include your topic. A general account may be found in an encyclopedia. The overview of an encyclopedia article will give you an introduction to the field of the term paper topic and historical context of the term paper topic. It could name the prominent persons connected with the topic. It will indicate the key words of the topic for which definitions may be desirable to find.

A general account should indicate the magnitude of the subject. If the article is brief or the subject is only mentioned in passing, it may be difficult to find enough material on the subject. It can be seen that reading the account can help to determine the direction of the search and a beginning point for problem solving or decision making. In addition, many encyclopedias include brief bibliographies that can be used in starting the search for information from other sources.

There are many places where a general account of the topic can be found. A general encyclopedia, a specialized encyclopedia, a beginning text, a biographical dictionary, a general dictionary, or a subject dictionary.

General Encyclopedias

A general encyclopedia is often the best place in which to start research on a subject. Its range of coverage is all general knowledge, qualified by the editor's and authors' ideas of the readers' interests and needs. Most encyclopedias have comprehensive indexes which will locate all the information in the set on a particular subject. Articles in an encyclopedia will often have bibliographies leading to other books or articles on the subject.

Collier's Encyclopedia

Encyclopedia Americana

Encyclopedia Britannica

Specialized Encyclopedias

In addition to general encyclopedias which cover the whole field of knowlege, there are many encyclopedias which concentrate on specific subject fields. Articles in these are more detailed and are apt to be much more exhaustive than those in general encyclopedias. A subject encyclopedia may be a much better place to look than a general encyclopedia for some subjects. Examples:

The Encyclopedia of Education

The Encyclopedia of Philosophy

The Encyclopedia of World Art

See p. 101 for further examples.

General Dictionaries

To continue searching it may be important to know what the key words in the topic or in the general account mean.

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. They may also trace the changes in the meaning of the word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called "unabridged" dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words. Here are some examples;

UNABRIDGED:

Oxford English Dictionary

Random House Dictionary of the English Language

Webster's New International Dictionary of the English Language

Webster's Third New International Dictionary

ABRIDGED:

American Heritage Dictionary of the English Language

Funk & Wagnalls Standard College Dictionary

Webster's New World Dictionary of the American Language

Webster's New Collegiate Dictionary, eighth edition

Specialized Dictionaries

In addition to these dictionaries there are special ones which may limit themselves to special subject areas, such as science, art, literature. Usually the definitions in these are more comprehensive or more detailed than they are in a general dictionary. For topics with specialized vocabulary or terminology, subject dictionaries are a good place to look. Examples:

American Political Dictionary

Concise Dictionary of American History

Dictionary of American Slang

FINDING ENCYCLOPEDIAS AND DICTIONARIES

The Subject Catalog can be used to find encyclopedias and dictionaries by looking up under a subject heading with the subdivision "--Dictionaries" or "--Dictionaries and encyclopedias." General encyclopedias are found under the subject heading "Encyclopedias and dictionaries." Examples:

English language--Dictionaries

English language--Slang--Dictionaries

Art--Dictionaries

Jews--Dictionaries and encyclopedias

Social sciences--Dictionaries

U.S. --Biography--Dictionaries

Guides to reference or the literature of a subject can give subject encyclopedias and dictionaries and, in some cases, general texts as well. Since Searching the Tools has not been presented as yet, the best way to find an encyclopedia or dictionary may be to ask a reference librarian.

FINDING BOOK MATERIALS

1. Develop possible terms.
2. Translate to Subject Catalog terminology using LC Subject Heading List.
3. Verify term in Subject Catalog. Study entries, subdivisions, tracings, call numbers.
4. Record bibliographical information and call number on useful items.
5. Try new terms observed in tracings.
6. Browse at shelf or in Shelf List.

CHAPTER 5. SEARCH STRATEGY

C. FINDING BOOK MATERIAL

Introduction

After finding a general account the next step suggested is to look for book materials for they are the major source of information in the library for most topics. The Subject Catalog is the chief tool to use in finding book materials for term papers.

The first problem in its use is translating a term paper topic to the terminology of the Subject Catalog. This may be easy. The terms of a term paper can be looked for directly in the Subject Catalog. For example:

Ecology	Shakespeare, William, 1564-1616
Television	Ghana

At other times, the subject headings actually used may differ somewhat or even significantly from the terms or the form of terms from those that are being considered. An effort has been made to keep the form of headings consistent. Knowledge of the way subject headings are used can be gained by experience.

Topic	Subject Heading Used
Battle of Gettysburg	Gettysburg, Battle of, 1863
Intelligence	Intellect
American Revolution	U.S.--History--Revolution
Rock music	Music, Popular (songs, etc.)

Subjects can be simple terms as with Intellect in the example, or they can be inverted as the name of the battle. They can be subdivided in many ways (discussed below). They can be modified by adjectives so the heading is a phrase, English poetry, or the adjective can come after the noun such as Music, Popular (songs, etc.) or Portraits, French. They can be phrases such as Liberty of the Press. Perhaps translating questions to topics will show more clearly the problem.

What are the alternatives to world famine? - Food Supply

Under 18? What are the legal rights of minors? - Children--Law

Is there a life after death? - Immortality

What is the new left? - Right and Left (Political Science)

Subjects are assigned the most specific heading which applies to a book. Thus, a book on Shakespeare would be under the heading "Shakespeare, William" rather than under "English drama." A little known English dramatist might only appear in books with the subject heading "English drama." A book on zebras would be under the term "zebra" and not under "mammals." It would only appear under zebra, while the books with the heading "mammals" might include information on zebras and certainly most general accounts with the heading "English drama" would include something on Shakespeare.

It is helpful in determing a subject to remember that the use of headings is relatively conservative and old fashioned even though new headings are developed as they are needed.

1. Subject Heading List

Because it is not always possible to translate the concepts or ideas of a term paper subject into the terminology of the subject catalog, it is recommended that the List of Subject headings used in the dictionary catalogs of the Library of Congress, usually called the Subject Heading List, be used before going to the Subject Catalog itself. This list is a thesaurus of terms for use in the subject catalog with suggested cross references. It explains how headings are used and it gives related headings that might be more suited to the topic than those which were originally considered.

This large volume and the supplements which bring it up to date on new topics are located at the beginning part of the Subject Catalog and adjacent to the SEL and Arts Library Subject Catalogs.

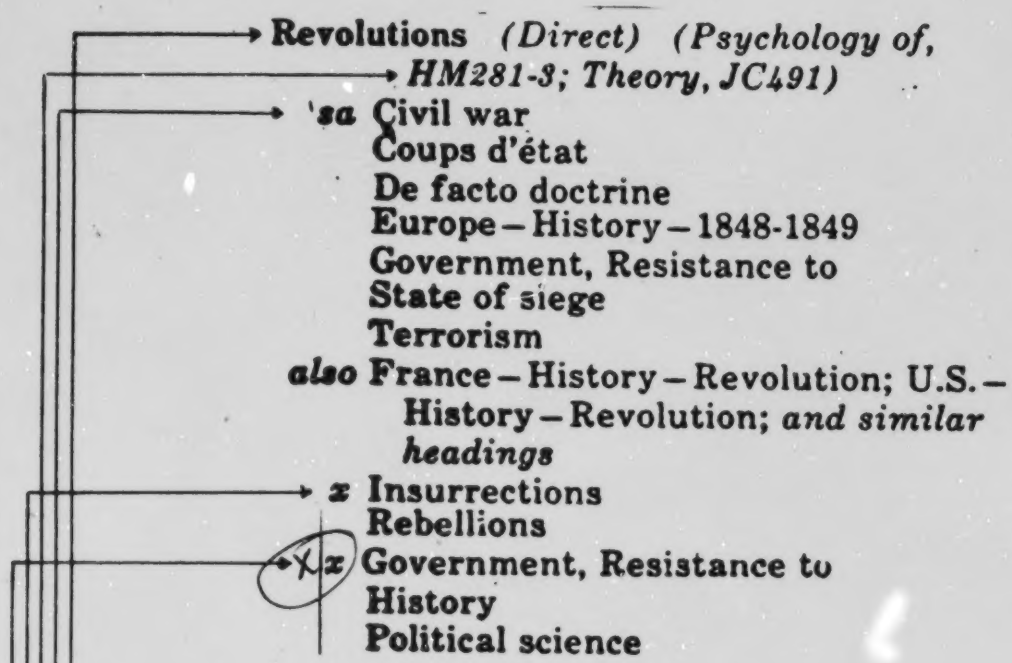
However, there are some subjects that it is useless to search for in this list. These are mostly proper names and include:

Proper names	Names of structures
Name of places	Names of groups
Many scientific terms	Many religious terms

Examples of these include Laser, or Isherwood, Christopher, or Katmandu, or Eiffel Tower or Beatles. These can be looked up directly in the Subject Catalog.

READING THE SUBJECT HEADING LIST

Here is an entry with an explanation of symbols:



This is an acceptable subject heading.

"sa" means "see also". It indicates subject headings for related topics, and is often useful for suggesting additional lines of search.

This is the suggested LC Classification number. Be wary of entire dependence on this; there may be books covering this topic in other LC numbers.

"x" indicates a subject heading not used.

"xx" refers to additional related topics, usually broader in scope.

Scope Notes

The list helps in another way. At various places the list provides explanatory information to indicate how the subject is to be used. See Public land records on the example (p. 48).

53

SUBJECT HEADING LIST
Library of Congress
sample page

Public buildings *(Architecture, NA4170-4510; U.S.: national, JK1613-1649; state, JK1651; Other countries, JN855-9, etc.)*
sa Auditoriums
Civic centers
Corner stones, Laying of
Municipal buildings
also subdivision Public buildings *under names of countries, cities, etc., e.g.* Paris – Public buildings
x Buildings, Public
Government buildings
xx Architecture
Auditoriums
Civic centers
Public works
– Fires and fire prevention *(TH9445)*

Public charities
See Public welfare

Public comfort stations *(Architecture, NA7020; Hygiene, RA607)*
sa subdivision Public comfort stations *under names of cities, e.g.* New York (City) – Public comfort stations
x Comfort stations
xx Hygiene, Public
Sanitary engineering

Public land records *(Direct)*
Here are entered works on the value and use of the records. The actual records are entered under the name of the area followed by the subdivision Public lands.
xx Archives
Public lands
Public records

Public lands *(U.S., HD216-243; Other countries, HD301-1130)*
sa Agricultural colonies

Subject guide card filed in
SUBJECT CATALOG

Revivals *(Direct) (BV3750-3797)*
sa Camp-meetings
Enthusiasm
Evangelistic work
Parish missions
Retreats
x Revival (Religion)
xx Christian life
Church history
Church work
Evangelistic work
Theology, Practical
– Hymns *(BV460)*
x Camp-meeting hymns
Hymns, Revival
Revival hymns
xx Hymns

Revivals, Ethnic
See Nativistic movements

Revocation *(Direct)*
sa Nullity
xx Nullity

Revolution, American
See U.S. – History – Revolution

Revolution, French
See France – History – Revolution

Revolution of 1848 in France
See France – History – February Revolution, 1848

Revolutions *(Direct) (Psychology of, HM281-3; Theory, JC491)*
sa Civil war
Coups d'état
De facto doctrine
Europe – History – 1848-1849
Government, Resistance to
Imaginary revolutions
Legitimacy of governments
Peasant uprisings
Revolutionary poetry
Revolutionists
State of siege
Terrorism
also France – History – Revolution; U.S. – History – Revolution; *and similar headings*
x Insurrections
Rebellions
x Government, Resistance to
History
Political science

For an example of a guide card see. p. 24.

Subdivisions

Subdivisions are used throughout the Subject Catalog to identify material more specifically as to place, form of material, topic or time period. They bring out various facets of a subject. Some subdivisions are indicated in the list as on the example"--Fires and fire prevention" under "Public buildings" on p. 48 or --Hymns under "Revivals". Most subdivisions can be used for any subject in any part of the Subject Catalog. Only at the catalog is it possible to tell how a subject has been subdivided.

A. Geographical and Place Subdivisions

Subjects that can be divided geographically have direct or indirect in parenthesis after the subject. See Revivals on p. 48.

B. Form divisions (Type)

--Abstracts

--Addresses, essays, lectures

--Atlases

--Bibliography

--Collections

--Congresses

--Dictionaries

--Directories

--Handbooks, manuals, etc.

--Periodicals

--Indexes

C. Topical divisions (Content)

--Description and Travel

--Economic relations

--Foreign Relations

--History

--History and criticism

--Politics and government

--Social Conditions

D. Time divisions

--Colonial Period

--19th Century

--1914-1918

--1945-

--1970-

2. Subject Catalog

Possible headings for use in the subject catalog may be quickly identified or may take a good deal of thinking and looking through the book. Once the subject heading has been determined, the next step is to verify the usability of the heading in terms of library materials. Possibilities at the catalog:

1) Discovering there are no or very few materials which have been assigned to this heading. UCSB collects materials for its programs and may not have purchased materials in that specific subject or the subject may be too new for the library to have acquired materials on it. The Subject heading list may have to be consulted a second time in these cases.

2) Discovering the subject heading has way too much material which has been assigned the subject, making a search through the cards lengthy. A choice must be made between searching through the cards or finding a more specific subject heading.

3) Discovering that there are some really good subdivisions for the subject.

4) Discovering the materials with the subject heading are mostly pertinent. To find the book only the call number is needed, but for use in a bibliography the author-title, place of publication, publisher and date are all needed. It is a good idea to read the whole card of really promising items

   a. to notice particulary the date, number of pages and any notes such as bibliography or contents,

   b. to observe tracings which may lead to other subject headings, and

   c. to notice the classification number. If the books all have the same classification number it might be easier to go directly to the shelves and browse for good material. If the classification numbers are quite different it is a good indication that another subject heading or headings have been used for these materials. The other heading or headings may be more useful than the first subject approached. These headings can be found in the subject tracings (Arabic numerals at bottom of card).

5) Discovering an author whose book looks so good that it would be a good idea to check the Author-Title Catalog for other books he has written. At any time the Author-Title Catalog is used, the subject tracings can be observed to see the subject headings that have been assigned to the book.

6) Discovering that the classification number might be useful to check in the shelf list. Checking in the shelf list might also be done with the classification number given in the Subject heading list.

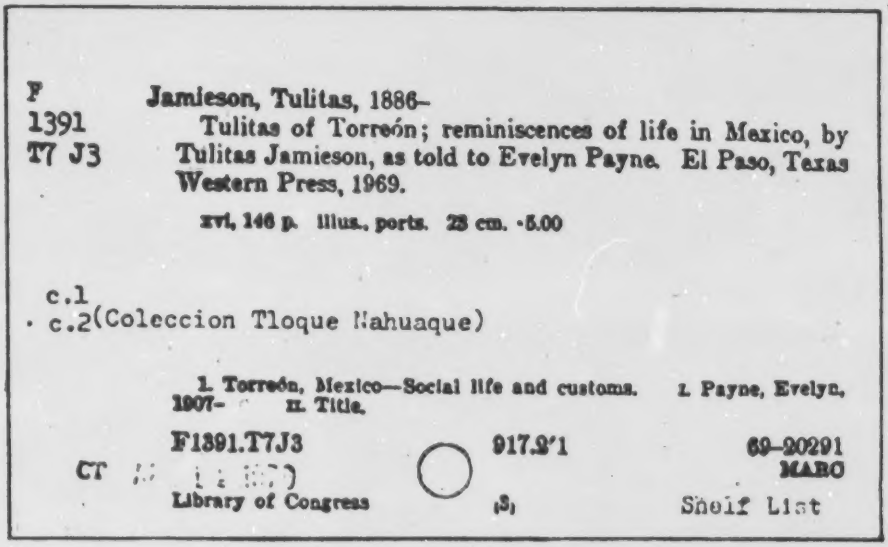
7) Discovering that there are other places in the library which have material on the subject.

3. Shelf List

Rather than browsing at the shelves where books that are checked out are missing, can browse in the Shelf List Catalog because it contains cards for all cataloged books. The Shelf List is a card catalog with a card for every book cataloged in the UCSB library. The cards are arranged in call number order as the books would appear on the shelf if all materials were together. That is, it is a classed catalog. The shelf list cards indicate the number of copies and special locations of multiple copies and information about missing material. If there is no copy note (e.g. c.1) that means the library has only a single copy. When different copies are in different locations, the information may be noted on a single card or two or more cards may be filed, one for each separate location. Always check to see how many cards are filed for the same call number.

SAMPLE

SHELF LIST CARD SHOWING NUMBER OF COPIES AND SPECIAL LOCATION



F
1391
T7 J3

Jamieson, Tulitas, 1886–
Tulitas of Torreón; reminiscences of life in Mexico, by Tulitas Jamieson, as told to Evelyn Payne. El Paso, Texas Western Press, 1969.

xvi, 146 p. illus., ports. 23 cm. 5.00

c.1
c.2(Coleccion Tloque Nahuaque)

1. Torreón, Mexico—Social life and customs. 1907– 2. Payne, Evelyn, II. Title.

F1391.T7J3 917.2'1 69-20291
MARC
CT [illegible]
Library of Congress Shelf List

Most books for a given subject will be in one classification number. Although the books classed in that number will probably all be listed under the subject, the class number may bring to light books not previously found under that subject heading. An understanding of how the classification scheme is operating at any specific number throughout the scheme may give a wider knowledge of how the topic fits into its field and peculiarities which can be used for turning up other book material. For example, HC 79 is used for modern economic conditions special topics and special letters and numbers are used for these topics such as E5 for Environment and P5 for Pollution.

57

CHAPTER 5. SEARCH STRATEGY

D. BIBLIOGRAPHIES

Any list of materials (books, periodicals, records, tapes, documents, etc.) is called a bibliography ranging from a card catalog, an index to periodicals, a list of sources for a student paper, the editions of an author, to a guide to the literature such as Constance M. Winchell, Guide to reference books, 8th ed., Chicago, American Library Association, 1967. A bibliography may vary in length and be restricted to a particular type of material (such as manuscripts, periodicals, or books). It can be part of a book or article, or a separate work.

SUBJECT BIBLIOGRAPHIES

Subject bibliographies are important to the researcher's strategy. Subject bibliographies list what has been written on a subject or topic from the point of view of an expert in the subject field. The expert may have selected and organized books and periodical articles or parts of books on a specific subject into a published bibliography. Bibliographies can save a researcher a great deal of time for someone else has identified material on a topic. Thus, bibliographies might be profitably located at an early stage of a search.

1. Guides to the Literature

A guide to the literature is a handbook for studying a subject and as such it will be a guide to studying a subject, indicating reference tools, major journals and definitive works. It will be useful in providing tools for research as well as individual titles. A few examples of guides are mentioned here and a list is included in the appendix (p. 99).

Helen J. Poulton. The historian's handbook; a descriptive guide to reference works. Norman, University of Oklahoma Press, 1972. 304 p. (Ref Z 6201 P65).

R. T. Bottle and H. V. Wyatt, eds. The use of biological literature. (2nd ed.), Hamden, Conn., Archon Books, 1971. 379 p. (Ref QH 303 B6 1971).

2. Book Catalogs

The library catalogs of special subject libraries have been published in book form. Their comprehensive coverage can be of value to scholars in the field. These catalogs may identify all materials relating to a specific subject regardless of the format. Unpublished manuscripts and articles in periodicals can be listed in the printed catalogs. Usually they are identified in a guide to the literature of the field as well. These book catalogs can be found under their subjects with the subdivision Bibliography.

Examples:

New York. Public Library Reference Dept. Dictionary catalog of the history of the Americas. Boston, Mass., GK. Hall 1961 28v. (Ref Z 1201 N48)

Harvard University. Peabody Museum of Archaeology and Ethnology. Library. Catalogue: Authors and Subjects. Boston, G.K. Hall, 1963-. (Ref Z 5131 H3)

3. Books

Full length bibliographies have been published on virtually any subject. Because these bibliographies attempt to list the most important material written on a subject, they are invaluable to the researcher.

Hiler, Hilaire. Bibliography of costume. New York, B. Blom, 1967. (Ref Z 5691 H6 1967)

Rickles, William H. Marijuana: a selective bibliography, 1924-1970. Los Angeles, UCLA Brain Information Service, 1970 (Ref Z 7164 R54)

Gallup, Donald Clifford. T. S. Eliot, a bibliography. New York, Harcourt, Brace & World, 1964. (Ref Z 8260.5 G3 1969b)

4. Parts of books and Periodicals

In making use of encyclopedias, books and periodical articles, it is important to note that many of them include bibliographies. These bibliographies may be in the form of further reading and are likely to provide added information. When researching a difficult subject, they may be extremely helpful in locating information.

5. Serial Bibliographies

Serial Bibliographies are published periodically (monthly or yearly) listing new material. They are useful in keeping people up to date with material being published on their subjects. Example:

Modern Language Association of America. MLA International bibliography of books and articles... New York, New York University Press. 1921-. (Ref Z 7006 M6)

FINDING SUBJECT BIBLIOGRAPHIES

1. Subject Catalog

Book length bibliographies are listed in the Subject Catalog making use of the subdivision "--Bibliography" after subject headings.

Art--Bibliography

Chemistry--Bibliography

Religion--Bibliography

2. Parts of Books and Periodical Articles

Bibliography or similar statement is used as a note on many cards with the number of pages. The extent of the list indicates in some way its use for further searching. Periodical indexes in most cases mentions the inclusion of a bibliography.

3. Special Reference Tools

Bibliographic index; a cumulative bibliography of bibliographies. New York. H. W. Wilson. 1937- . (Ref Z 1002 B58).

The most helpful reference tool for finding bibliographies. It lists bibliographies which are books, pamphlets and periodical articles. It will have bibliographies listed for very specific subjects. It, also, lists bibliographies which are part of books.

Besterman, Theodore. A world bibliography of bibliographies... Lausanne, Societas Bibliographica, 1965, 5 v. (Ref 1002 B56 1965)

The standard reference work for finding bibliographies. It lists 17,000 bibliographies printed as books or pamphlets. Since the cut off date is 1963 it is probably not current enough for most subjects.

Once a bibliography is selected from a specialized reference tool, the Author-Title Catalog is used to determine whether UCSB owns it.

USING A BIBLIOGRAPHY

Bibliographies, like all materials, should be evaluated. These questions might be asked. Is it comprehensive or selective? What period does it cover including the important question of how current is it? What kinds of materials does it include, books, periodicals, etc. ? How is it arranged? If it is not arranged topically or does not have a good index it may be very difficult to locate materials in it.

Each bibliography will be unique in its presentation. Read the introduction, look through the table of contents, and examine the index to see the best way to use it, and to figure out how comprehensive it is or how very selective. Look at a few entries to determine what kinds of material it includes whether just book material or whether it includes periodicals or manuscripts or documents. Be rather careful about the dates of the material included if very current material is needed for a term paper.

NATIONAL BIBLIOGRAPHIES

According to the Library of Congress, the "ideal national bibliography is a complete listing of all books, documents, pamphlets, serials, and other printed matter published within the bounds of a single country and within the time limits of the previous year or less." Many go beyond this to include material other than printed books and some include not only material published in a given country, but also material about that country, and perhaps even material written by a countryman but published in another country.

National bibliographies include the catalogs of a national library, trade bibliographies listing books published in a specific language throughout the world, and listings of books in print.

1. National Library Catalogs

Of particular importance are the catalogs of the great national libraries. Many of these, such as the Library of Congress, the British Museum, and the Bibliotheque Nationale, are entitled by law to receive copies of all books copyrighted in their respective countries. Their catalogs provide the most comprehensive records of publications in these countries.

Ref
Z
881
U6C2

The National Union Catalog, pre-1956 Imprints. London, Mansell, 1968

A cumulative author list of pre-1956 imprints representing Library of Congress printed cards and titles reported by other American libraries. The catalog is useful because it not only cumulates items in the separate L. C. author listings up to 1956, but also lists locations of the copies in other libraries.

Ref
Z
881
U6
C315

The National Union Catalog; Authors. Washington, Library of Congress. Monthly, with quarterly and annual cumulation.

This lists books added by the Library of Congress and other libraries cooperating in the National Union Catalog Program from 1953-date. Arranged by authors with much bibliographic information that has made it especially valuable for author bibliography, verification of titles, historical notes and location of copies in other libraries. Separate listings of maps, motion pictures, and music scores are included.

Ref
Z
921
B7
1955

General catalogue of printed books, photolithographic edition to 1955. London, Trustees of the British Museum, 1959-1966. 263v.

This lists, primarily by author, all books in the Library of the British Museum to the end of 1955, in all languages except oriental. A ten-year supplement, 1955-1965, is in progress.

Ref
Z
927
P3

Paris. Bibliotheque nationale. Departement des imprimes. Catalogue general des livres imprimes de la bibliotheque nationale. Auteurs. Paris, Im. Nationale, 1897- . (in progress)

This is an alpha betical author catalog, with cross references, excluding title intries for anonymous works, society transactions or government or corporate authors.

TRADE BIBLIOGRAPHIES

Trade bibliographies supplement the national library catalogs and where library catalogs are lacking, often provide the only source of information on what has been published in that country. They can provide the most recent information regarding the publication of current titles and are often more current in their coverage than the national oibrary catalog of a country. Many include valuable ordering information--price, publishers' addresses, and so on.

Ref
Z
1215
P81

Books in Print. New York, Bowker, 1948- . Annual.

It has separate sections for authors and titles and subjects. Alphabetical with full bibliographic information under authors; directory of publishers in the title index volume.

Ref
Z
1215
U6
1928

Cumulative book index. 1928/1932- . New York, Wilson, 1933- . Monthly; nine issues with annual cumulation.

Often cited as CBI, it is a dictionary catalog of books published in the English language throughout the world, with full bibliographic information and a directory of publishers.

Ref
Z
1215
F6

Forthcoming books. New York, Bowder. 1966-.

A bi-monthly updating of books in print listing titles to be published in the United States.

FINDING CURRENT INFORMATION

1. Locate an index or abstract journal.
2. Determine subject heading.
3. Does it have useful material ?
4. Record bibliographic information.
5. Identify periodical, using abbreviation list if necessary.
6. Look up periodical in Serials List for call number and holdings.

LOCATE AN INDEX OR ABSTRACT JOURNAL

Subject Catalog	Guides to the Literature	Periodical Directories	Using Reference Service

CHAPTER 5. SEARCH STRATEGY

E. FINDING CURRENT INFORMATION

Where current information is of prime importance to a topic, serial publications (magazines and newspapers) and pamphlets may be the best place to find information. Particularly in the sciences the latest work is reported first in periodicals. For any topic they can supplement book materials.

A serial is any publication issued in separate parts usually at regular intervals. It includes periodicals, annual reports, proceedings, and newspapers. A periodical, (a type of serial), normally contains articles by several authors. It can be magazines which provide general reading or journals which are scholarly publications in specialized fields.

Information on topics in periodicals can be found by making use of periodical indexes and abstract journals.

Locating information in periodicals can be broken down into a series of steps:

1. Identifying the best index or abstract journal;
2. Finding the location of the index; p. 60
3. Understanding how to use the index or abstract journal; p. 63
4. Identifying the periodicals cited; p. 69
5. Determining whether the library owns the periodical; p. 71
6. Locating the periodical in the library; p. 71
7. What to do if the library doesn't own the periodical; p. 75

1. IDENTIFYING A USEFUL INDEX OR ABSTRACT JOURNAL

Once again the scope of the term paper topic determines the depth of a search. General indexes may be adequate for some searches. This section discusses how to locate the more specialized indexes and abstract journals.

a. Identifying indexes through the subject catalog

As was discussed in the Subject catalog section (p. 49), any subject can be divided by form. There are a number of different form divisions used for periodical indexes. To identify an index to periodicals all form divisions may have to be checked.

Your subject--Abstracts

Your subject--Periodicals--Indexes

Your subject--Periodicals--Abstracts

Your subject--Bibliographies--Periodicals

Periodicals--Indexes

Read the catalog card to make sure that the chosen index is current. This is indicated by open entries which have a plus after the volume and date.

b. Guides to the Literature

Guides to the literature or student handbooks (see p. 99) in various subjects discuss the best Reference tools to use in locating periodical literature. For subjects these guides can be located making use of the subheading--Bibliographies.

Winchell's Guide to Reference Books as a guide to reference materials can be used to identify indexes and abstract journals in all subject areas. See sample on page 61. The page included has several examples of indexes and abstracts. (EJ 137, 138, EJ 143-5)

c. Guide to Indexes

Many indexes and abstract journals are difficult to locate through the subject catalog. They can be located through specialized tools.

Kujoth, Jean Spealman. Subject guide to periodical indexes and review indexes. Metuchen, N.J., Scarecrow Press 1969. (Ref Z 6293 K84)

Gray, Richard A., compiler. Serial bibliographies in the humanities and social sciences. Ann Arbor, Mich., Pieran, 1969. (Ref Z 1002 G814)

d. Periodical Directories

Chicorel, Marietta. Chicorel index to abstracting and indexing services. Periodicals in humanities and social sciences. New York, Chicorel Library Pub. Corp. 1974. 2v. (Ref Z 6293 C54)

Its main purpose is to tell where periodicals are.

Ulrich's international periodicals directory, a classified guide to a selected list of current periodicals...New York, R.R. Bowder. 1973/74. (Ref Z 6941 P4)

As with Chicorel it includes a list of "abstract and indexing services" but is mainly a list of magazines. For the periodical it will tell whether it has its own index and if it is indexed in a general index. P.62 shows what the listings and index looks like.

e. Using Reference Service

The reference librarian may be able to suggest specific indexes for use.

2. FINDING THE LOCATION OF THE INDEX IN THE LIBRARY

Indexes, abstracts, and citation indexes are mostly found in special locations in the library. For the general collection, they will be in the ready

Winchell, Constance

Guide to Reference Books

PUBLIC HEALTH

Bibliography

U.S. National Institutes of Health. Library Branch. N.I.H. Library translations index, 1954–1963. Wash., Dept. of Health, Education, and Welfare, Public Health Service, 1964. 354p. **EJ136**

Items translated for or by the National Institutes of Health Library's translating service, or received as gifts from other organizations. Will be supplemented by annual lists.

Abstract journals

Bulletin of hygiene, v.1, Jan. 1926– . London, Bureau of Hygiene and Tropical Diseases, 1926– . Monthly. **EJ137**

Abstracting journal for public health, sanitation, occupational hygiene, food and nutrition, mycoses and mycology, communicable diseases (except tropical diseases), and bacteriology and immunity.

Titles of articles are given in original language and in English translation.

Annual author, subject, and geographical indexes.

Published in association with the *Tropical diseases bulletin.*

U.S. Public Health Service. Public health engineering abstracts. v.1, 1928– . Wash., Govt. Prt. Off., 1928– . v.1– . Monthly. **EJ138**

Frequency varies.

Includes abstracts of articles pertaining to environmental health, published in more than 800 domestic and foreign journals; reports and proceedings of research groups; and government reports. Arranged by subject, e.g., atmospheric pollution, garbage and other refuse, occupational health, etc.

Annual subject and author index.

Directories

Health organizations of the United States and Canada: national, regional and state. 1961– . Clara Sedacca Wasserman with Paul Wasserman. Ithaca, N.Y., Cornell Univ., Graduate School of Business and Public Admin., 1961– . [v.1–] **EJ140**

Subtitle: A directory of voluntary associations, professional societies and other groups concerned with health and related fields.

History

Rosen, George. A history of public health. N.Y., M.D. Publ., 1958. 551p. (M.D. monographs in medical history, no.1) **EJ141**

A survey from earliest times to the present. Includes: bibliography; list of memorable figures with brief biographical statement; list of public health periodicals, arranged by country; list of world-wide public health societies and schools. Subject and author indexes.

VETERINARY MEDICINE

Indexes and abstract journals

Index-catalogue of medical and veterinary zoology. 1932/52– . Wash., Govt. Prt. Off., 1932– . v.1– . **EJ143**

At head of title: U.S. Dept. of Agriculture.

A basic catalog (Authors, A–Zyukov), published in 18v., 1932–52, and kept up to date by supplements. An international bibliography.

Incorporates, and is a revision and continuation of, the *Index-catalogue of medical and veterinary zoology-authors,* published 1902–12 as Bureau of Animal Industry bulletin 39.

Animal breeding abstracts, comp. from world literature. Farnham Royal, Eng., Commonwealth Agricultural Bureaux, 1933– . v.1– . Quarterly. **EJ144**

Prepared by the Commonwealth Bureau of Animal Breeding and Genetics, Edinburgh.

Cumulative, annual author, subject, and geographical indexes.

Index veterinarius, comp. from world literature. Farnham Royal, Eng., Commonwealth Agricultural Bureaux, 1933– . v.1– . Quarterly. **EJ145**

Prepared by the Commonwealth Bureau of Animal Health, Weybridge, Surrey.

An index to articles in various languages dealing with the incidence or prevention of animal disease.

Encyclopedias and handbooks

Merck veterinary manual. Ed. by O. H. Siegmund [and others]. 2d ed. Rahway, N.J., Merck, 1961. 1630p. **EJ146**

Subtitle: A handbook of diagnosis and therapy.

1st ed. 1955.

Information on: diseases, and their treatment, of large and small animals; fur, laboratory, and zoo animals; nutrition and toxicology. Separate section of prescriptions. Subject index included.

Miller, William Christopher and **West, Geoffrey P.** Encyclopedia of animal care. 7th ed. Baltimore, Williams and Wilkins, 1964. 1017p. il. **EJ147**

First published in 1928 under title *Black's Veterinary cyclopedia.*

A comprehensive work on the care of domesticated animals with notes on their anatomy, physiology, diseases, and first-aid treatment. Arranged in dictionary form with numerous cross references.

Veterinary drug encyclopedia and therapeutic index. [1st ed.]– . 1953– . N.Y., Reuben H. Donnelley, 1953– . Annual. **EJ148**

Editors, 1953– : H. C. Stephenson and S. G. Mittelstaedt.

Subtitle: A listing of veterinary drugs, biologicals and foods, and feed additives of American manufacturers.

Ulrich' s International Periodical Directory, New York, Bowker, 1971.
Special Location: Reference Desk

Subject arrangement

Economics

330 US ISSN 0002-8282
AMERICAN ECONOMIC REVIEW. (Supplements) 1911. q. $33 to non-members (includes subscription to Journal of Economic Literature) American Economic Assn., Suite 812, Oxford House, 1313 21st Ave. S., Nashville, TN 37212. adv. bk. rev. charts. illus. stat. index. circ. 26,000. Indexed: B.P.I. Bk.Rev.Dig. P.A.I.S. Soc.Sci.Ind. SSCI.

titles of indexes

sample entry

330 US ISSN 0002-8290
AMERICAN ECONOMIST. 1960. s-a. $5. Omicron Delta Epsilon Fraternity, c/o Ed. Michael Szenberg, Long Island Universtiy, Dept. of Economics, Brooklyn, NY 11201. adv. bk. rev. abstr. bibl. charts. stat. circ. 6,000-7,000. (also avail. in microform from XUM) Indexed: J. of Econ.Abstr. P.A.I.S. Soc.Sci.Ind. SSCI.

330 US ISSN 0034-5407
AMERICAN INSTITUTE FOR ECONOMIC RESEARCH. RESEARCH REPORTS. 1934. w. $35. American Institute for Economic Research, Great Barrington, MA 01230. bk. rev. charts. stat. index. circ. 12,000.

alphabetical index

sample entry

The number in italics is page of entry →

American Dyestuff Reporter (US ISSN 0002-8266) *333*, 1469
American Ecclesiastical Review (US ISSN 0002-8274) *1313*
American Economic Review (US ISSN 0002-8282) *410*
American Economist (US ISSN 0002-8290) *410*
American Education (US ISSN 0002-8304) *445*
American Educational Research Journal (US ISSN 0002-8312) *445*
American Educational Studies Association. Newsletter (US) *1550*
American Engineer *see* Professional Engineer *530*
American Enterprise Institute for Public Policy Research. Memorandum (US) *1277*

reference area (Station 5) behind the reference desks. They are grouped on index tables by subject. There is a directory posted on a pillar in the area. The Sciences-Engineering Library arranges its indexes and abstracts in call number order on the shelves near Station 10, extending across the room on index tables. There is a list of locations at the SEL Desk and near the SEL Catalog. In the Arts Library, also, the indexes are placed on special index tables.

3. UNDERSTANDING HOW TO USE AN INDEX AND ABSTRACT JOURNAL

It is important to read the preface or explanatory introduction of an index or abstract journal when it is used the first time because these will indicate the index's coverage, arrangement and abbreviations. These should give enough information so that the index may be used effectively.

As with any reference tool it is important to evaluate the tool, examining its scope, authority, coverage and dates, and usefulness for a term paper. The usefulness of an index will depend,in addition to its advantage because of subject,on the number and kinds of magazines covered, the inclusion of books and other materials, period of time, completeness of indexing, and the fullness of information given.

For the term project bibliography, a complete citation will be needed: author's name, title of article, name of journal, volume, pages and date. To find the article you need only the name of journal, volume, page and date. Several examples of indexes are included, p. 65, 66.

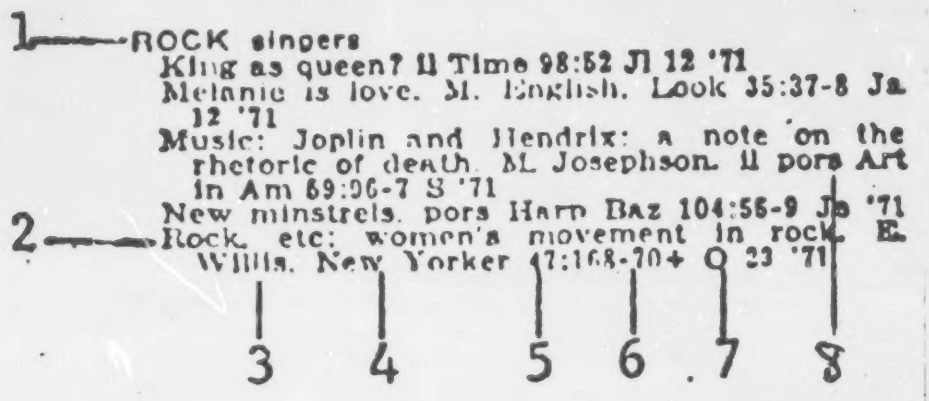
While this section seems to emphasize finding indexes and abstract journals and technically how to use them, the major problem in finding current material is determining a useable subject under which to look. A few indexes or abstract journals have thesauruses which can be used in the same way that the Subject heading list is used (e.g. ERIC or Psychological Abstracts). Some index by means of key words in the title (Citation Indexes or Biological Abstracts). In the sciences this works particularly well because the titles of journal articles describe the contents. A useable heading may require a great deal of critical thinking.

INDEXES

H. W. Wilson Indexes

The H. W. Wilson Company was one of the first to produce indexes to periodicals. From the general Readers' Guide to Periodical Literature, the company branched out to the following subject indexes covering rather broad fields of knowledge: Social Science and Humanities Index, Applied Science and Technology Index, Business Periodicals Index, Art Index, and Education Index. All these indexes have a similar format and are apt to use similar terminology. See p. 65.

Because of their similarities a typical entry will demonstrate how to read the entries in most of the company's indexes.


1
ROCK singers
King as queen? il Time 98:52 Jl 12 '71
Melanie is love. M. English. Look 35:37-8 Ja 12 '71
Music: Joplin and Hendrix: a note on the rhetoric of death. M. Josephson. il pors Art in Am 59:96-7 S '71
New minstrels. pors Harp Baz 104:56-9 Je '71
2
Rock, etc: women's movement in rock. E. Willis. New Yorker 47:168-70+ O 23 '71
3
4
5
6
7
8

1. The subject of the article

2. The title of the article

3. Author of the article

4. Name of the periodical containing the article

5. Volume number of the periodical

6. Pages on which the article occurs (pages 168 to 170 and continued)

7. Date of the periodical containing the article

8. Illustrative and portrait material

A list of the indexed periodicals will be located in the front of the Wilson Indexes. Excerpts from several of these indexes shows types of subjects and journals indexed, (p. 73).

MLA Bibliography

Modern Language Association of America. MLA international bibliography of books and articles on modern language and literatures. 1921- . New York, New York University Press. (Ref Z 7006 M6).

This index has a classified arrangement. It is arranged by language of literature, then by time period and finally alphabetically by author. There are author indexes but no subject index. See p. 66.

Wilson Periodical Indexes

Reader's Guide to Periodical Literature (special location: Index table 1b)

EDWARDS, Silas John (Apache Indian)
Western Apache writing system: the symbols of Silas John. K. H. Basso and N. Anderson. bibliog il portcover) Science 180:1013-22 Je 8 '73 •

EFF, Johannes
Clive is alive and, well; poem. Nat R 25:691 Je 22 '73

EGGS
Egg and you. il Harp Baz 106:74+ Je '73

EHRLICHMAN, John D.
White House view: cut spending, or else; interview. il pors Nations Bus 61:28-32+ My '73

about

Ehrlichmaneso. G. F. Will. Nat R 25:674 Je 22 '73 •

Business Periodical Index (special location: Index table

Great Britain

See also
Insurance, Liability—Great Britain

INSURANCE, Art
Fine arts: a problem in risk management. I. Pfeffer. Calif Mgt R 15:117-27 Winter '72

INSURANCE, Automobile
Auto, homeowners: court draws a line. D. Malecki. Nat Underw (Property ed) 77:33 F 9 '73

Adjustment of claims

Punitive damages & public policy. Nat Underw (Property ed) 77:37 Mr 30 '73

Applied Science and Technology Index (special location: Science-Engineering Library)

Examinations; powerful agents for good or ill in teaching. E. M. Rogers. il diags Am J Phys 37:954-62 O '69

EXAMINATIONS, Physical. See Physical examinations

EXCAVATING machinery
Big Muskie; king of the giants. il Coal Age 74:50-61 D '69
Crew redesigns backhoe. il Gas 45:76+ Ag '69
Digital controls help develop hydraulics for backhoe. J. A. Caywood. diags Hydraulics & Pneumatics 22:105-11 O '69

Modern Language Association of America. International Bibliography of books and articles on the Modern Languages and Literatures. New York, Modern Language Association of America, 1971.

General subject arrangement according to language: eg. English Literature
Sub-arrangement by time division: eg. Twentieth Century
Alphabetical arrangement by Author: eg. Arden
No subject index, author index either at back of index or at end of section.

4990. Thatcher, David S..ed. and introd. "Richard Aldington's Letters to Herbert Read." *MHRev* 15:5–44.

Amis. 4991. "Kingsley Amis:Worksheets." *MHRev* 12(1969). 105–16.

4992. Vann, J. Donn, and James T.F. Tanner. "Kingsley Amis:A Checklist of Recent Criticism." *BB* 26(1969):105. 111,115–17.

Arden. 4993. Blindheim, Joan T. "John Arden's Use of the Stage." *MD* 11(1968):306–16.

4994. Epstein, Arthur D. "John Arden's Fun House." *UR* 36:243–51. [On *The Happy Haven.*]

4995. Jordan, Robert J. "Serjeant Musgrave's Problem." *MD* 13:54–62.

Auden. 4996. Bahlke, George. *The Later Auden:From "New Year Letter" to "About the House."* New Brunswick, N.J.: Rutgers U.P.

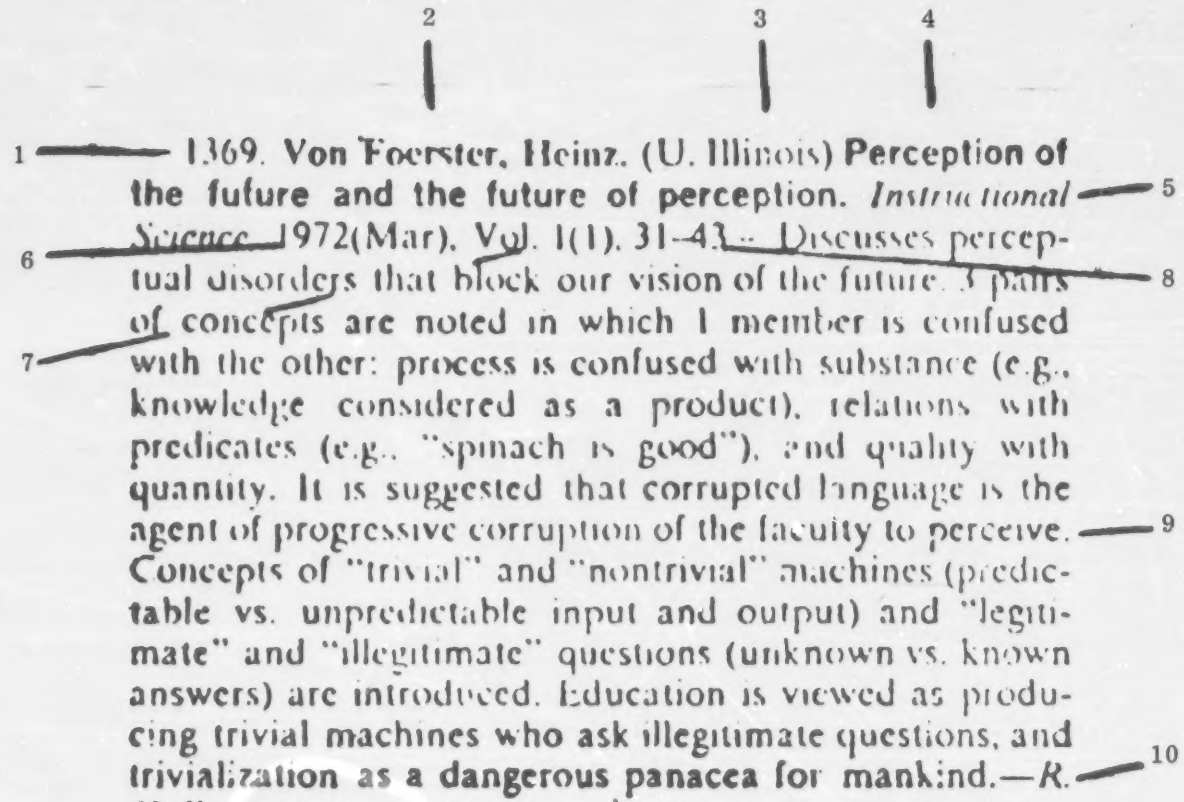
Master list and table of abbreviations
in front of volume

ThS	Theatre Survey (Amer. Soc. for Theatre Research)
THSC	Transactions of the Hon. Soc. of Cymmrodorion
TICOJ	Trans. of the Internat. Conf. of Orientalists in Japa
Tlalocan (Mexico)	
TLF	Textes Littéraires Français
TLL	Travaux de Linguistique et de Littérature Publié par le Centre de Philologie et de Littératures Ro manes de l'Université de Strasbourg
TLP	Travaux Linguistiques de Prague
TLS	[London] Times Literary Supplement

ABSTRACTS

The major difference between an index and an abstract journal is the inclusion of an "abstract", that is a brief summary which describes the article. Abstract journals usually have a different format. They are likely to have broad subject arrangements or straight numerical listing without any particular subject order and various indexes.

Here is an example of an abstract entry:


2
3
4
1
1369. Von Foerster, Heinz. (U. Illinois) Perception of the future and the future of perception. *Instructional Science* 1972(Mar), Vol. 1(1), 31-43. -- Discusses perceptual disorders that block our vision of the future. 3 pairs of concepts are noted in which 1 member is confused with the other: process is confused with substance (e.g., knowledge considered as a product), relations with predicates (e.g., "spinach is good"), and quality with quantity. It is suggested that corrupted language is the agent of progressive corruption of the faculty to perceive. Concepts of "trivial" and "nontrivial" machines (predictable vs. unpredictable input and output) and "legitimate" and "illegitimate" questions (unknown vs. known answers) are introduced. Education is viewed as producing trivial machines who ask illegitimate questions, and trivialization as a dangerous panacea for mankind.—*R. Hall.*
5
6
8
7
9
10

1. Abstract entry number
2. Author of article
3. Affiliation of author
4. Article title
5. Periodical title
6. Date
7. Volume and issue number
8. Inclusive pagination of article
9. Text of the abstract
10. Abstractor

The abstract will appear in English even if the actual article is in another language. In some abstract journals the language of the article may be indicated. The example on page 68 shows examples of kinds of indexes with the abstract entry (Chemical Abstracts).

Subject index

Alloxan [*50-71-5*]
70: 11380v
absorption of, by pancreatic islets of Langerhans, 6
glutathione effect on, 67: 72276t
abstraction of hydroxyl group from, by hydrogen atoms, 71: 123112m
nitrogen-oxygen π-bonds in, mol. of vitamin B_{12} 74: 6566p
polarography of, 75: 29245j
5-oxime, barium salt, tetrahydrate [*26235-46-6*], pyrolysis of, 71: 9

Compound index

$C_4H_3N_3O_4$

monopotassium salt [*30536-38-8*], 69: 10262z
monosodium salt [*73398-98-6*], 67: 10390?h
Alloxan
5-oxime [*87-39-8*], 70: 86962w; 74: 6566p; 75: 29245j
5-oxime, barium salt, tetrahydrate [*26235-46-6*], 71: 92852k

Abstract entry

RCJQ

6566p MO π-bond order--bond length relations for hetero-π systems. V. π-Systems with NO bonds. Haefelinger, Guenter (Univ. Tuebingen, Tuebingen, Ger.). *Chem. Ber.* 1970, 103(11), 3370-92 (Ger). NO π-bond empirical resonance integral parameters $k(:N-O-) = 0.8$, $k(:N^+-O^-) = 1.9$, and $k(-N:O) = 1.4$ were derived from Hueckel MO (HMO) π-bond polarizabilities by using HMO π-bond order (P_{rs})-bond length (R_{rs}) relations detd. previously and exptl. bond lengths. Corresponding relations R_{rs} (in Å) = 1.474 − 0.371 p_{rs}, 1.512 − 0.263 p_{rs}, or 1.497 − 0.271 p_{rs} were calcd. for NO, CN, and NN bonds, resp., in NO π-systems with 0.034, 0.013, and 0.028 Å std. deviation and correlation coeffs. of 0.502, 0.795, and 0.914 for 159, 114, and 11 data points, resp. Combination with previous data gave R_{rs} = 1.478 − 0.234 p_{rs} and 1.443 − 0.190 p_{rs} for all CN and NN bonds, resp., in π-systems with std. deviations of 0.030 and 0.027 Å, correlation coeffs. of 0.772 and 0.903, and 479 and 48 points, resp. Data for 74 nitro, nitroso, hetero, N oxide, and az comppds., oximes, and hydroxylamines are reported. KWJG

6567q Spin-optimized self-consistent-field function. III. Ground states of boron and carbon atoms. Kaldor, Uzi (Dept. Chem., Tel-Aviv Univ., Tel-Aviv, Israel). *Phys. Rev. A* 1970 [3] 2 (4), 1267-74 (Eng). The spin-optimized self-consistent-

CITATION INDEXES

A "citation" index not only indexes the articles in journals for any given period but also indexes all the references in the article; that is, the sources indicated in footnotes or bibliography.

Examples of Citation Indexes:

Science Citation index. Philadelphia, Institute for scientific information. 1961- . (Ref Z 7401 A1 S36).

Social science citation index. Philadelphia, Institute for scientific information. 1973- . (Ref Z 7163 S56).

These indexes have four sections:

1. Citation Index
2. Source Index by Author
3. Source Index by Organization
4. Permuted Subject Index

Articles are listed by author in the citation and source sections, and by organization in the source index.

For subject approach use the Permuterm Subject Index (p. 70). Its chief advantage is its multidisciplinary approach and its use of the terms of the article title. Each significant word from the title is paired with every other significant word in that title as indexing terms. For the complete reference to the article, use the source section.

CURRENT CONTENTS

To keep scholars up to date in various fields publications, publications called current contents are published. They reproduce the title pages of the journals included. Recently they have added indexes which vastly increase their usefulness. Here is a list of fields included:

Political Science

Agricultural, food and veterinary sciences

Agriculture, biology and environmental sciences

Behavioral, social and educational sciences

Education

Engineering and Technology

Marine Sciences

Physical and Chemical Sciences (for which an index exists)

4. IDENTIFYING PERIODICALS CITED

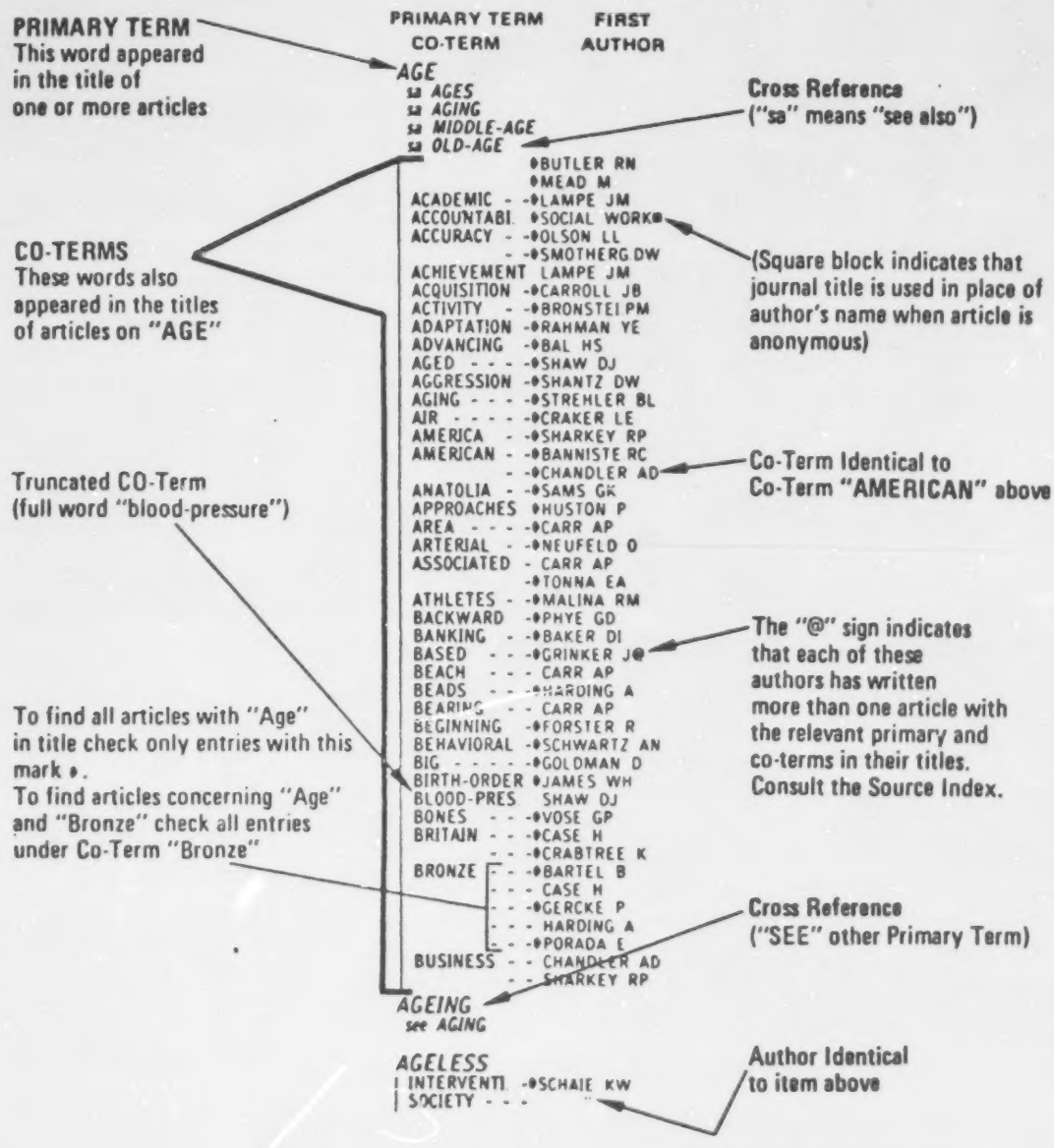
Indexes and abstract journals may list titles complete; or use abbreviations explained in the front or a special volume; or by using a numerical code explained in the front or special volumes.

Social Sciences Citation Index.

Permuterm® Subject Index

To find articles on a specific topic:

1. Locate any one of the words (Primary Terms) that describes the topic. If you want every title that includes that primary term, select only the articles marked with an arrow (- - -•). This eliminates unnecessary lookups
2. To narrow selection, use any of the other words (Co-Terms) listed below that Primary Term. When using co-terms always disregard arrows.
3. Using authors' names consult the Source Index for the full titles and bibliographic data.


PRIMARY TERM
This word appeared in the title of one or more articles
CO-TERMS
These words also appeared in the titles of articles on "AGE"
Truncated CO-Term
(full word "blood-pressure")
To find all articles with "Age" in title check only entries with this mark •.
To find articles concerning "Age" and "Bronze" check all entries under Co-Term "Bronze"
PRIMARY TERM
CO-TERM
FIRST AUTHOR
AGE
sa AGES
sa AGING
sa MIDDLE-AGE
sa OLD-AGE
Cross Reference
("sa" means "see also")
•BUTLER RN
•MEAD M
ACADEMIC - -•LAMPE JM
ACCOUNTABI •SOCIAL WORK•
ACCURACY - -•OLSON LL
- -•SMOTHERG DW
ACHIEVEMENT LAMPE JM
ACQUISITION -•CARROLL JB
ACTIVITY - -•BRONSTEI PM
ADAPTATION -•RAHMAN YE
ADVANCING -•BAL HS
AGED - - - -•SHAW DJ
AGGRESSION -•SHANTZ DW
AGING - - - -•STREHLER BL
AIR - - - - -•CRAKER LE
AMERICA - -•SHARKEY RP
AMERICAN - -•BANNISTE RC
- -•CHANDLER AD
ANATOLIA - -•SAMS GK
APPROACHES •HUSTON P
AREA - - - -•CARR AP
ARTERIAL - -•NEUFELD O
ASSOCIATED - CARR AP
-•TONNA EA
ATHLETES - -•MALINA RM
BACKWARD -•PHYE GD
BANKING - -•BAKER DI
BASED - - -•GRINKER J@
BEACH - - - CARR AP
BEADS - - -•HARDING A
BEARING - - CARR AP
BEGINNING -•FORSTER R
BEHAVIORAL -•SCHWARTZ AN
BIG - - - - -•GOLDMAN D
BIRTH-ORDER •JAMES WH
BLOOD-PRES SHAW DJ
BONES - - -•VOSE GP
BRITAIN - - -•CASE H
- - -•CRABTREE K
BRONZE - - -•BARTEL B
- - - CASE H
- - -•GERCKE P
- - - HARDING A
- - -•PORADA E
BUSINESS - - CHANDLER AD
- - SHARKEY RP
(Square block indicates that journal title is used in place of author's name when article is anonymous)
Co-Term Identical to Co-Term "AMERICAN" above
The "@" sign indicates that each of these authors has written more than one article with the relevant primary and co-terms in their titles. Consult the Source Index.
Cross Reference
("SEE" other Primary Term)
AGEING
see AGING
AGELESS
INTERVENTI -•SCHAIE KW
SOCIETY - - -
Author Identical to item above

5. DETERMINING WHETHER THE LIBRARY OWNS THE PERIODICAL

The next crucial step in using periodical literature is actually finding the issue with the needed article. While most periodicals are entered in the Author-Title Catalog, the easiest way to find the call number for a periodical is to use the Serials List. The Serials List is a computer printed listing of all the periodicals and serials in the library. There are copies next to the Reference Desk and various other locations.

The Serials List arranges periodicals alphabetically by main entry. This is usually the title of the periodical, such as Newsweek. Sometimes, however, the main entry is the name of the organization publishing the periodical. It is not always easy to guess what the main entry will be, but it is very important to understand how the choice is made, as periodicals are usually listed only once, under the main entry.

Here is the general rule for determining the main entry for a periodical:

> The entry is under the title except when the periodical is published by an organization and is lacking a "distinctive" title. Then it will be entered under the corporate author.

For example, while the Journal of Medicine is entered under its actual title, the Journal of the American Medical Association will be entered as American Medical Association. Journal. This avoids confusingly numerous listings of "Annals, ""Journals," "Bulletins," "Proceedings," and other such non-distinctive titles to have to search through. The example explains and identifies the entries in the Serials List.

In addition to the main Serials List (printed on yellow paper) serials have been listed by keyword in a similar volume (printed on pink paper). The keyword listing can help identify the periodical when the correct title or main entry is not known or if the abbreviation has not been deciphered. The keyword listing also provides a subject approach to the list. The Call Number List (printed on blue paper) of the serials owned by the library can also provide a generalized subject approach to periodicals. If material is listed as in process, the Serials Desk will give assistance.

6. LOCATING PERIODICALS IN THE LIBRARY

As periodicals cumulate, they are bound and go on shelves in the stacks, among the books, in call number order. Recent issues will be unbound and arranged by call number in the Periodical Reading Area or in current periodical areas in the SEL and Arts Libraries.

If periodical issues or volumes cannot be found an inquiry should be made at the Serials Desk. The complete record for serial holdings (including periodicals) is maintained in the Serials Department.

SERIALS LIST

ACADEMIE
CALL NUMBER

SERIALS ALPHABETICAL LIST APRIL 1975

HOLDINGS

BRIEF-LISTED SPEC Acorn. NON CIRCULATING . . . . . no.1, oct 1905

PQ 2247. A4 Amis de Flaubert. <Rouen>. Recent unbound issues in Periodical Reading Area. LIMITED LOAN. no.13, 1958; no.36+, 1970+

E 1. B65 Anuario Indigenista. Some material in storage; inquire at Circulation Desk. (Continues: Boletin Indigenista). . . . . v.22+, 1962+

(1) The first word on each page is shown in the top left corner.

(2) CALL NUMBER. The terms SUPP, COPY 2, BOX 7, Ser. A, etc. are parts of the call number and are needed to locate the material. BRIEF-LISTED means that this title has no call number. Inquire at Serials Desk for the location of this material.

(3) Location of the title in the Library. Location symbols are explained on the next page. No location symbol means that the material is located in the general library collection.

(4) The arrangement is alphabetical by title or by the organization responsible for its existence. Titles which begin with frequently used words and include the name of the organization are listed under the organization's name, e.g. American Chemical Society. Journal; U.S.Department of State. Bulletin. However, Bulletin of the History of Medicine is listed in that order. See the next page for filing conventions.

(5) Mostly pre-1955 volumes have been stored. Stored items are available on 24-hour notice.

(6) History notes are in parentheses and indicate title changes. A note starting with: (Continues:) or (Supersedes:) indicates that holdings published under an older title will be found under the preceding title in this list. A note starting with: (Continued by:) or (Superseded by:) refers you to the succeeding title. If the preceding or succeeding title is not found in the list, UCSB does not own material of these variant titles.

(7) LIMITED LOAN means that this title has a restricted loan period.

(8) HOLDINGS are the volumes and years owned by the UCSB Library. + means that the title is currently received, 'On order' means the title has been ordered but no issues have been received. 'In process' means that some issues have arrived in the library, but no call number has as yet been assigned. Inquire at Serials Desk for particulars.

77

78

LOCATION SYMBOLS

blank - General Collection
aref - Arts Library, Reference area
arpt - Annual Reports Collection
artg - Art Gallery
arts - Arts Library (Music Building)
bcol - Serials Section, B Collection
bibl - Bibliography Room
blst - Black Studies Collection
bot - Botany Department
brpt - Bank & Brokerage report file
cage - Arts Library, cage
cat - Catalog Department
ccs - Center for Chicano Studies
chem - Chemistry Department
coll - Collections Office
ctn - Coleccion Tloque Nahuaque
cur - Curriculum Laboratory
fcol - Serials Section, F Collection
geol - Geology Department
glst - Generalist Library
govp - Government Publications Section
gref - General Reference Department
ill - Inter-Library Loan Office
maps - Map Room
math - Mathematics Department
mref - Arts Library, Music Reference Area
ncol - Nikic Collection, inquire at Reference Desk.
ocol - Oriental Collection
ord - Order Department
pam - Reference Dept., Pamphlet File
phys - Physics Department
prin - Special Collections, Printers Col.
rref - Reference Dept., Special Location
sel - Sciences-Engineering Library
ser - Serials Section
spec - Special Collections
sref - Sci/Eng Library, Special Location
trc - Technical Report Collection (SEL)
univ - Special Collections, Univ. Arch.
wyle - Special Collections, Wyles Col.
xcol - Serials Section, X Collection

FILING CONVENTIONS

The entries are filed by computer methods and therefore there are some differences from filing in the card catalog. The filing in this list is "dictionary filing", i.e., letter by letter, word by word, within each entry. Title entries are interfiled with author entries, for example:

Alaska. Legislative Council. Legislative Handbook on Alaska State Government
Alaska Review. <Anchorage>
Alaska School Districts. Property Assessments and Full Value Determination
Alaska Science Conference. Science in Alaska; Proceedings. <College>
Alaska. Secretary of State. Elected Officials

Note particularly that alphabetical filing continues within a corporate author and its subdivisions. Subdivisions of corporate authors file after the corporate author without a subdivision. The title is separated from the corporate author by two spaces. For example:

California. University. California News
California. University. Academic Senate. Record of the Assembly.

78/a

This Keyword Out of Context (KWOC) List is the first one of its kind at UCSB. It replaces the Keyword in Context (KWIC) List.

A KEYWORD is any significant word which occurs in the title of a serial. Prepositions and articles are not normally used as keywords. General words have not been treated as keywords (example: Journal) or have been combined with the words which follow in the title in order to increase specificity (example: Health Organization). In all such cases cross references are provided. The first word of a title is always used as a keyword unless it is a preposition.

Each KEYWORD is used as a heading above a block of titles, alphabetically arranged, in which the keyword occurs. Within the title the keyword is shown in all-capitals, for example:

LEADERSHIP

L 1.A35 Adult LEADERSHIP .....v.1+, 1952+
S 964. A3 A3 SEL African Wildlife LEADERSHIP Foundation. News <Nairobi> .....v.6+, 1971+
Congressional LEADERSHIP Series

To avoid making this list unwieldy, public notes, history notes and circulation information notes have not been included. This has caused a problem in the listing of monographic series because the public note which referred the reader to the card catalog has not been included; only the title of the series appears, for example:

Documents pour l'Etude de la Lange Litteraire.

In instances where a title appears without further information of any kind, staff members and patrons should understand that this is a monographic series and refer to the card catalog. The title List will verify this fact.

Please also note the arrangement of initialisms. Computer filing as resulted in initials being run together and filed as a word, for example:

IBM occurs after IBIS
IEEE occurs after IDUNA etc.

Other shortcomings will be noted, no doubt, as the list is used. Please participate in our efforts to make this a better list over the next year by jotting down your suggestions for improvements and sending them to Betty Brown, Serials Department, Library. Bear in mind that the inclusion of public and history notes in the KWOC List would probably double its size.

The Serials Desk can provide the following kinds of information:

The issue is missing.

The issue hasn't been received.

The periodical is at the bindery.

The periodical is ready to go to the bindery (but is still available).

The periodical is checked out.

The periodical is in storage, etc.

If there is no explanation for its absence, a search may be requested. However, the Serials Department will shelve the volume, when found, in its regular place rather than hold it at the desk.

If the library does not own a desired periodical issue, the library may be able to obtain a copy (ask for an Interlibrary Loan leaflet at the Information Desk).

7. IF UCSB DOES NOT OWN THE PERIODICAL

There are very good reference tools for locating periodicals in other libraries.

Union list of serials in libraries of the United States and Canada. New York, H. W. Wilson, 1965. 5 v. (Ref Z 6945 U6 1965).

New serial titles; a union list of serials. New York, CCM Information Corp. (Ref Z 6945 N4 1950/70).

California. University. Library Systems Development Program. The University of California Union list of Serials. Santa Barbara, Univ. of Calif., 1976. (Ref Z 6945 C33).

Center for Research Libraries, Chicago. Catalogue, Chicago. (Ref Z 881 C43 v.6: 1 & 2).

PAMPHLETS

Pamphlets are small publications usually paper bound or even just stapled pages together. Pamphlets cover topics of current importance in any subject field and appear more frequently in areas of thought and activities which are constantly changing. When first published they are good sources of recent information or opinion on a subject. When out of date they can serve as historical sources. The UCSB pamphlet file primarily contains material on current topics which can be weeded out when they are out of date.

Pamphlets should be considered as possible sources for a wide range of topics, but with the realization there may be none available.

The pamphlets are filed in vertical files by subject. There is a subject list but no catalog. One set of file drawers houses material on careers.

81/a

New York Times. Index to the Newspaper.
(Special Location: Newspaper Index Table)

Arranged alphabetically according to subject with material under subject arranged alphabetically.

SANTA Barbara Channel. See also Water Pollution — Oil, Je 6,7

SANTA Monica High School (Calif)
Article discusses Santa Monica High School Associated Student Body cabinet's 18-3 vote to urge

Water Pollution
Oil (Petroleum) and Gasoline
About 40,000 gals of fuel oil spilled into Monongahela River from US Steel Corp's Duquesne plant and spread into Ohio River before it could be contained, Je 3,43:1; oil slick, apparently of natural origin, discovered on June 5 in Santa Barbara Channel, scene of '69 platform blowout; USCG officials rept oil is bubbling from ocean floor about 1 mi off Coal Oil Point, area of traditional oil seepage; repts slick appears to be moving away from coast, Je 6,32:1; authorities on June 6 rept new oil slick in Santa Barbara Channel, scene of '69 platform blowout, is result of seepage from large number of

Newspaper Index: Chicago Tribune, Los Angeles Times, The New Orleans Times-Picayune, The Washington Post. (Special Location: Newspaper Index Table)

	Mo-Dy-Yr-Sec-Pg.	Column
WSSC orders extension of Danville Road mains in Pr. Geo.	03 31 73 E 020 4	
WSSC plans drainage work in Yorkshire subdiv. in Pr. Geo.	03 31 73 E 026 1	
WSSC awards contracts for sewer & drain work in Pr. Geo.	03 31 73 E 026 4	
SANTA BARBARA COUNTY, CALIFORNIA		
L.A. Times		
Santa Barbara Cty., Calif., files suit against Goodyear	03 16 73 I 002 6	
Building permits in Santa Barbara Cty. listed	03 25 73 X 021 1	
Building permits in Santa Barbara Cty. listed	03 25 73 X 026 1	
Satellites -See- Artificial Satellites		

Santa Barbara News-Press Index (Card File near Newspaper Index Table)
Subject arrangement

Subject lis[illegible] t bottom of card. Fil[illegible]der subject that is underlined.

"Offshore well proposals meet light opposition"

SBNP
August 15,1973
P. B-1, B-2

OIL DRILLINGS

SANTA BARBARA CHANNEL

From 1974 on the index has been produced by the computer.

NEWSPAPERS AND NEWSPAPER INDEXES

Newspapers provide up-to-date information on current events and "primary source material", that is, first-hand contemporary reports of events in the past. The library has subscriptions to over a hundred newspapers and owns back files of important newspapers.

Using Indexes

As with books and periodicals, so with newspapers: if information is needed from newspapers, there should be a way of finding it. Indexes should be the solution, but not all newspapers have indexes! Mostly the newspapers with indexes will be used at UCSB. Other newspapers will have to be searched page by page assuming the correct date is known.

Newspaper indexes are used as periodical indexes. The introduction or preface to the index should be read. The information given in the entries includes the month, day, page and column. The section is given when pertinent. The year will not be given when the index only covers one year. If there are multiple entries under a given subject usually they are listed chronologically. Cross references quite often refer to related subjects.

Which Index?

Which index should be used? How important was the event? Which newspaper logically would have covered the event? What was the date? The indexes listed below are all in the newspaper index area.

International and National News

For international coverage use the indexes to The Times of London (an index exists from 1790 on), The New York Times (p. 76), indexed from 1913 on, and The Christian Science Monitor, indexed from 1963 on. For national news use the indexes to The New York Times, The Christian Science Monitor, The Wall Street Journal (1959 on), and also the Newspaper Index (1972 on, to The Washington Post and others) and the Alternative Press Index.

Local News

For California news use the Newspaper Index and California News Index, and for local news use the UCSB index to the Santa Barbara News-Press (p. 76).

Finding Newspapers

Most back files of newspapers are stored on microfilm. These are arranged by call number in the area behind the indexes. The call number for each newspaper can be found in the Serials List or the Newspaper List, both found on the same table near the reference desks. The Newspaper List also indicates how long the current issues are kept until the microfilm is received. In other cases the recent issues of the newspapers are kept which are not received on microfilm. The recent issues are in the newspaper room with the latest on a stick.

CHAPTER 5. SEARCH STRATEGY

F. GOVERNMENT PUBLICATIONS

While the term "government publications" may bring to mind visions of annual reports and office memorandums, in reality documents from government agencies cover a very broad range of format and subject matter. Any publication produced at government expense is considered to be a government publication. This definition includes microforms, tape recordings, computer tapes and other media as well as traditional paper publications. Because governmental bodies at all levels are involved in the social, political and economic affairs of the people they represent, they produce important information derived from all fields of learning. Works on such diverse topics as psychology, physics, law, art, literature, and chemistry are published by government agencies. For the political scientist and economist, government publications are particularly useful for primary material and statistical reports; however, a researcher in any field should keep in mind the wide variety of subject matter to be found in government documents.

Located on the seventh floor of the library, the Government Publications Section (G. P.) orders, processes, stores, and provides reference service for the government documents contained in the library. In addition to maintaining works produced at government expense, there are some privately published materials located in the collection for bibliographic and informational purposes. Directories of agencies and personnel are useful for tracking down addresses and names. Answers to legal questions can be found in G. P.'s law collection. The G. P. staff provides full reference service for all materials located in the section.

The bulk of the G. P. collection is housed in a closed stack area, and bibliographic access is provided by the section's card catalog. The catalog is divided into the five major groups represented in the collection: U.S. federal documents, state documents, local government documents, (cities, counties, and special districts), foreign nation documents, and publications of international organizations. Within these major groupings, publications are arranged under the issuing agency and then by the title of the document (see p.81). The G. P. catalog is primarily a shelf list designed to show the section's holdings and the location of the publications. Most government publications cannot be found in the main card catalog of the library. Material that is cataloged and stored in the open stack areas of the library can also be located in the G. P. catalog; therefore it is usually best to consult the G. P. catalog first to determine if the library has a particular government publication.

In addition to the agency card catalog, the section has a small subject card catalog. This is a very limited subject catalog and should be used in conjunction with the subject indexes discussed below.

I. U.S. Documents

The U.S. government publishes over a million documents a year. The Census Bureau, Environmental Protection Agency, U.S. Congress, Office of Education, and the Federal Energy Administration are some of the most frequently used agencies in the U.S. collection. It constitutes G. P.'s largest collection and utilizes various indexes for access:

G. P. Index Table 1

U. S. Superintendent of Documents. Monthly catalog of U. S. government publications. 1941-. Washington, G. P. O.

This index provides the most complete access to U. S. publications produced by all branches of the federal government. The Monthly Catalog is arranged alphabetically according to the agency issuing the document. The older Monthly Catalogs have a combined author and subject index in the back. In 1974 the combined index was separated into subject, title, and author indexes. A cumulated, twelve month index is issued at the end of each year and bound with the monthly issues.

Usually the first step involved in using the Monthly Catalog is to turn to the index section and to try to locate the appropriate subject, author or title entry. Having found a useful item, note the number to the right. It is an entry number, not a page number. Each citation in the Monthly Catalog is given such a number. Use the entry number to find the full bibliographic information on the document. (See p. 81).

Each title entered in the Monthly Catalog receives a detailed description. Since the G. P. Section catalog is arranged by agency it is important to determine what branch of the government produced the desired document. The issuing agency will normally be in bold-faced type in the center of the page above the entry. (Look back several pages if necessary to find the centered headings.) (See p. 81).

Ref
Z
1223
A183
(G.P.)

Buchanan, William and Edna M. Kanely. Cumulative subject index to the monthly catalog of United States government publications, 1900-1971. Washington, Carrollton Press, 1973-74. 15 volumes.

This privately published companion to the Monthly Catalog is strictly an alphabetical subject index that alleviates the researcher of the need to search year by year in the annual Monthly Catalog indexes. No authors or titles are given. The year that the document appeared in the Monthly Catalog is given in parentheses. The year is followed by the documents item number. (See p. 81).

Ref
Z1223
Z7
C6
(G.P.)

Congressional Information Service. Index. Jan., 1970-. Washington, C.I.S.

This is an extremely valuable research tool for determining the content of Congressional reports, documents, committee prints and hearings. Congress produces thousands of publications a year that can be utilized by the scientist, social scientist, and humanist alike. The index has two parts: The index section allows access by subject, author, bill number, document title, document number, and name of committee and subcommittee chairmen. The second section contains detailed abstracts of the publications arranged by House and Senate committee names. Issues are published monthly with annual cumulative volumes appearing at the end of the year.

MONTHLY CATALOG, CUMULATIVE SUBJECT INDEX, AND G. P. CARD CATALOG EXAMPLES

Monthly Catalog index

Air pollution:
abatement by Federal facilities, report, 18561
print as Senate document, report, 12353
air pollutants affecting performance of domestic animals, literature review, 18413
air pollution potential forecast program, 1836
air quality control regions—
Federal facilities—
Baltimore, Md., 12834
Boston, Mass., 10419
Chattanooga, Tenn., 12833
Chicago, Ill., 8957
Cleveland, Ohio, 10420
Denver, Colo., 8958
Detroit, Mich., 12835
Hartford, New Haven, Springfield, 11712
Indianapolis, Ind., 10421
Los Angeles, Calif., 8959
[illegible] capital interstate [illegible]0
New York [illegible]ient,

Cumulative Subject Index entry

Air pollution - Continued
air quality control regions - continued
designate, report (69) 433
Federal facilities -
Baltimore, Md. (70) 12834
Birmingham, Ala. (71) 5998
Boston, Mass. (70) 10419
Chattanooga, Tenn. (70) 12833
Chicago, Ill. (70) 8957
Cincinnati interstate (71) 4220
Cleveland, Ohio (70) 10420
Dayton, Ohio (71) 4221
Denver, Colo. (70) 8958
Detroit, Mich. (70) 12835
Hartford, New Haven, Springfield 712
Indianapolis, [illegible]70) 10421
Kansas C[illegible] 4222
[illegible] Ar[illegible]

item number

Monthly Catalog year

Monthly Catalog citation

JUNE 1970

8954 335. One-dimensional time dependent interaction of satellite with ionospheric plasma [with list of references] : by Noble H. Stone and John W. Sheldon. Apr. 1970. cover title, viii + 39 p. ill. 4° ♦ Paper, $3.00.

NASA technical translation TT (series).

8955 F-543. Hypersonic flow past blunt cones with consideration of equilibrium physicochemical transformations [with list of references] : by V. V. Lunev, K. M. Magomedov and V. G. Pavlov. May 1970. cover title, vi + 198 p. ill. 4° [Translation of Gipersvukovoye obtekaniye pritupiennykh konusov s uchetom ravnovesnykh fiziko khimicheskikh prevrashcheniy, 1968.] ♦ Paper, $3.00. NAS 1.13/2 : F-543

Reliability and quality assurance publication NHB (series).

8956 5300.4(1A). Reliability program provisions for aeronautical and space system contractors. Apr. 1970 edition. [1970.] cover title, [46] p. 4° [Formerly NPC 250-1. Cancels NPS 250-1, July 1963 edition.] ♦ Paper, 50c. ● Item 830-M NAS 1.22/3 : 5300.4(1A)

NATIONAL AIR POLLUTION CONTROL ADMINISTRATION, Health Education, and Welfare Dept.
Washington, DC 20204

agency

title

8957 Air pollution report, Federal facilities: Metropolitan Chicago, interstate air quality control region [with list of references and notes; by] Robert S. Russo. Revised Mar. 1970. [1970.] [3] + 32 p. ill. 4° † ● Item 483-E
L.C. card 77-607264 HE 20.1310/2 : C 43

8958 —— Metropolitan Denver, air quality control region [with list of references and notes: by] F. Joseph Feely, III [and] Gary D. Young. Revised Mar. 1970. [1970.] [3] + 21 p. ill. 4° † ● Item 483-E
L.C. card 77-607264 HE 20.1310/2 : D 43

8959 —— Met[illegible]politan Los Angeles, air quality c[illegible] [illegible]th list of re[illegible]d notes; by] F. Joseph Feely [illegible]
[illegible] [1970 [illegible]2] leaves + [illegible]

G. P. catalog card

National Air Pollution Control Administration.

Air pollution report, Federal facilities.

Metropolitan Los Angeles air quality control region. 1970.
Metropolitan Chicago interstate air quality control region. 1970.
Metropolitan Denver air quality control region. 1970.

86

Ref
HA
37
U55
A43
(G.P.)

Congressional Information Service. American statistical index. Jan. 1973-. Washington, C.I.S.

This index gives the most complete access to the vast amounts of statistical material published by the federal government. It is also divided into an index and abstract volume, published monthly, and cumulated at the end of the year. The abstract section is arranged by accession number, which identifies the individual publication, the issuing agency and the publication type. The abstract section provides complete bibliographic information and describes the content of the publications. The index volume allows subject, title, geographic and categorical (age, sex, etc.) access to the abstract volume.

Ref
Z
1223
Al
I54
(G.P.)

Infordata International Incorporated. Index to U.S. government periodicals. 1970-. Chicago, Infordata International Incorporated.

Published quarterly and cumulated annually, this index gives subject and author access to over 139 periodicals published by the federal government.

2. State Documents

The states collection contains materials from all states in the union. As a complete despository of California publications, G.P. receives most important documents produced by the state of California. From the other states, the collection tends to stress publications that are directories of government organizations and personnel and that provide statistical information.

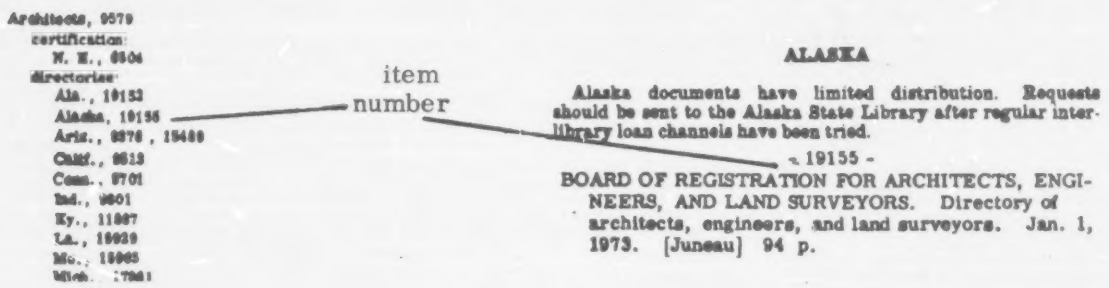
Ref
Z
1223.5
Al
(G.P.)

U.S. Library of Congress. Monthly checklist of state publications. v.1-, 1910-. Washington, G.P.O.

In order by state then agency, this publication lists only documents reported to the Library of Congress by the states. A subject index is published annually. The subject index indicates the item number for the appropriate entry. (See Example)

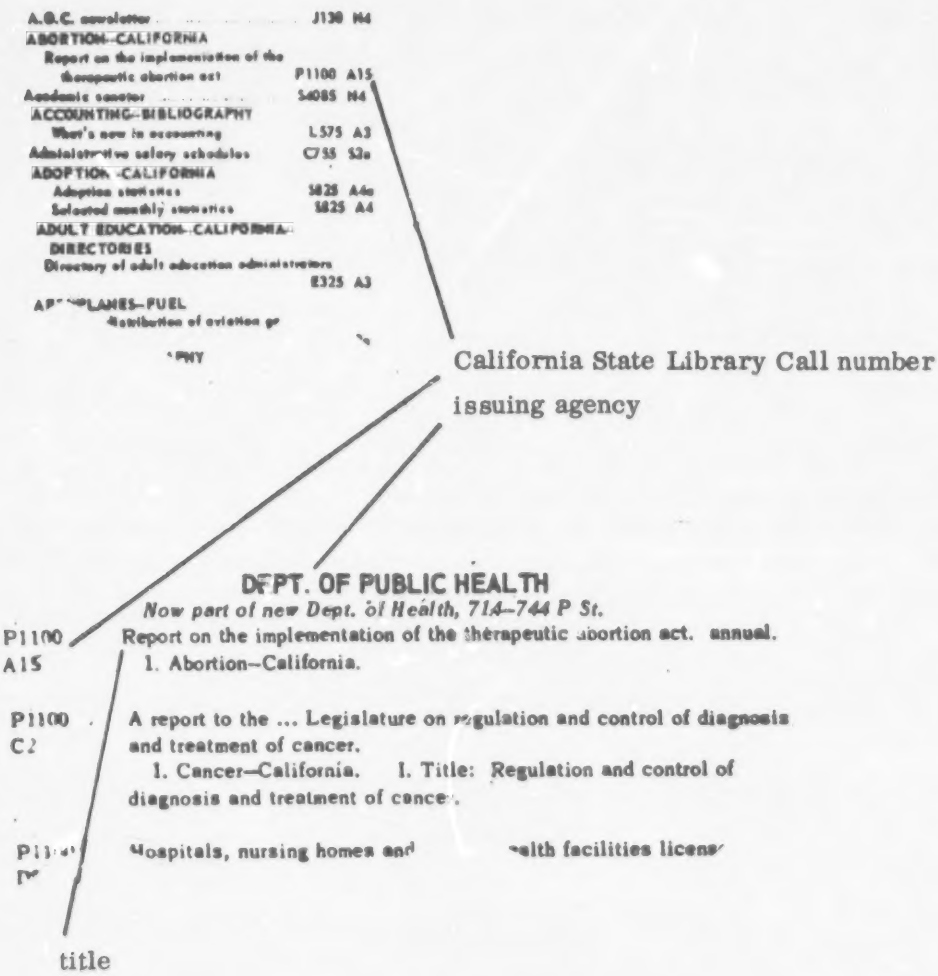
index

citation


Architects, 9579
certification:
N. M., 9804
directories:
Ala., 19152
Alaska, 19155
Ariz., 9878, 15469
Calif., 9613
Conn., 9701
Ind., 9801
Ky., 11887
La., 19939
Mo., 19965
Mich., 17981
item number
ALASKA
Alaska documents have limited distribution. Requests should be sent to the Alaska State Library after regular interlibrary loan channels have been tried.
19155 -
BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS, AND LAND SURVEYORS. Directory of architects, engineers, and land surveyors. Jan. 1, 1973. [Juneau] 94 p.

Ref
Z
1223.5 California. State Library. California State publications. v.1-,
C2 1945-. Sacramento.
C15
(G.P.)

Although incomplete, this is the only index to California publications available. It is published monthly with an annual subject index. The citation section is arranged by State Library call numbers which indicate the issuing agency.


index
A.B.C. newsletter J130 N4
ABORTION--CALIFORNIA
Report on the implementation of the therapeutic abortion act P1100 A15
Academic senator S4085 N4
ACCOUNTING--BIBLIOGRAPHY
What's new in accounting L575 A3
Administrative salary schedules C755 S2a
ADOPTION--CALIFORNIA
Adoption statistics S825 A4a
Selected monthly statistics S825 A4
ADULT EDUCATION--CALIFORNIA--DIRECTORIES
Directory of adult education administrators E325 A3
AIRPLANES--FUEL
Distribution of aviation gasoline
HWY
California State Library Call number
issuing agency
DEPT. OF PUBLIC HEALTH
Now part of new Dept. of Health, 714-744 P St.
P1100 A15
Report on the implementation of the therapeutic abortion act. annual.
1. Abortion--California.
citation section
P1100 C2
A report to the ... Legislature on regulation and control of diagnosis and treatment of cancer.
1. Cancer--California. I. Title: Regulation and control of diagnosis and treatment of cancer.
Hospitals, nursing homes and health facilities licens
title

3. Local Documents

The City of Santa Barbara, Santa Barbara County, and the special districts within the county represent the primary focal points of this collection. Plans and reports from other local governments throughout California and the United States are also available to a lesser degree in G. P.

Ref
Z
7165 Greenwood Press. Index to current urban documents. v.1- 1972/73-.
U5 Westport, Connecticut. Greenwood Press.
I654
(G.P.)

This index provides the only source for local documents of larger counties and cities in the U. S. and Canada. It is arranged by city or county, then agency and title and contains a subject index. Many of the social, economic and administrative materials found in this index are available on microfiche through interlibrary loan.

4. Foreign Nation Documents

Government organization, statistical materials, and topics of current interest form the parameters for this collection. While documents from most of the countries of the world are available to some extent in G. P., documents from English speaking nations, particularly Great Britain and Canada, are the most represented publications in the G. P. England and Canada both publish indexes similar to the Monthly Catalog of U. S. government publications.

5. Documents of International Organizations

While the United Nations holds a prominent position in this collection, other organizations such as the Organization of Petroleum Exporting Countries, the International Labor Organization, the Food and Agriculture Organization, the Organization for Economic Co-operation and Development, and other international bodies provide important information on all phases of national and international life. Most international organizations produce some type of publications list. The U. N.'s Index is the most comprehensive and useful of these lists.

BOOK EVALUATION SEARCH STRATEGIES

BOOK REVIEWS
Book Review Digest
Index to Book Reviews Humanities
Book Review Index
N. Y. Times Index
IBZ
Other

BIOGRAPHY
Who's Who in America
Contemporary Authors
Directory of American Scholars
Biography Index
Subject Who's Who
Other

CHAPTER 5. SEARCH STRATEGY

G. BOOK EVALUTION

From the beginning of a search for information, the researcher must make evaluative judgments. These judgments may have been that the material was suitable for the subject in some way; perhaps a whole book or only a few lines were useful. Some books were helpful because they provided general background material while others offered very specialized information. Thus, in selecting materials some books, periodical articles, or reference tools are better for term projects than others.

In addition to evaluation based on selection for use, an evaluation should be made on the quality of scholarship, accuracy, organization of materials and appearance of the book.

There are certain criteria which can be used to evaluate sources, such as authority, scope, treatment, and physical makeup.

1. Authority

In evaluating a book one should consider by whose authority the book has been produced, that is, who published it and who wrote it.

The major publishers are scholarly publishers like University presses or commercial publishers who put out both popular and scholarly books. Publishers value the reputation they have and are conscientious about maintaining it. It is difficult to ascertain exactly the reputation of a publisher, but certainly basic assumptions can be made: if it is a University press, if it is an established publisher, or the quality of other books the publisher has produced is known.

To a much greater extent it is the author who gives authority to a book. Information to know about an author includes: whether the author is a scholar in the field of the book; an official position allows the writer access to information used in compiling the book; whether the author writes from first hand experience or knows the person(s) discussed; whether the writer publishes material on many subjects for a popular audience, and so on. Information of this sort indicates the quality of scholarship, possible bias, or the reasons for particular treatment of material in the book.

2. Scope

Understanding the scope of a book provides a basis for evaluation. Scope is how completely the subject has been covered. A book may encompass an entire subject or only specific parts with varying degrees of detail. Scope defines the time period covered and perhaps the geographic limits. It defines the type of material covered such as the sociological aspects of an historical event, or perhaps the diplomatic problems of the same event. The scope determines whether primary sources such as letters, diaries, speeches, documents, contemporary accounts and original experiments are included, or whether outside research and other' experiments are used. The scope of a book may depend on the date of publication since a book published in 1960 cannot include material from 1965. The publication date must be used with some caution, since it may take a long time to actually publish a book. The date can be checked within the book by examining the latest date in the bibliography and comparing it to the publication date.

3. Treatment

Books may be evaluated by judging their objectivity, style, orientation, or arrangement, or by relying on an expert's opinion given in a book review (see section 6)

a. Accuracy
An author's accuracy may be difficult to determine by reading only one book on a subject, so comparison with other sources is important. Conscientiousness and consistency are important factors in an accurate presentation.

b. Objectivity
Knowledge about the author and his point of view can assist in determining the book's objectivity. A Catholic writing on abortion might have as much bias as a person involved in the women's liberation movement. Information about the author may be found in a variety of biographical sources (see Section 5).

c. Orientation
Books may be oriented to specialists in a field, or may be aimed to a popular audience. A scholarly orientation usually indicates a more detailed and thorough analysis than a popular orientation.

d. Style
A flowing readable style adds greatly to the author's presentation. In prose writing a clear, lucid style is advantageous.

e. Arrangement
The way in which a book is organized and presented adds to its value. A comprehensive, clear table of contents, logically defined chapter division, and a workable, detailed index greatly assists the reader in use of the book.

4. Physical Makeup

The physical makeup of the book, that is, its page design, binding, type face, and illustrative material, can add to the understanding of the material and to the pleasure of reading the book.

5. BIOGRAPHY

Information about an author may be found which will tell the author's accomplishments and his qualifications for writing a book, and book reviews by experts which evaluate the material by the criteria mentioned above can be found. First, how is biographical information found?

Before beginning to search for information on a person the correct spelling of the name, dates, nationality, occupations or field of expertise is helpful in determining a good source for information on the author.

This information will help determine the strategy for locating biographical information. It will tell what types of biographical works to look for and help select specific titles. Biographies typically give such information as dates, degrees, positions, publications and short life histories in the form of brief items or long essays.

In searching for information on an author, the book itself can give some information. The date the book was first published can indicate when the author lived. The Author-Title Catalog may give the author's dates and may list other books by him or her. The author's degrees or occupation may be included after the name on the catalog card.

Subject Catalog

Individual biographies can be found by looking under the person's name in the Subject Catalog.

Encyclopedias

Most general and subject encyclopedias include articles on famous people, either as single articles or as parts of longer articles. Use the index to locate biographies within general articles.

Collective Biographies

Collective biographical works may be of several types, such as general biographies including all persons and all times or more limited biographies including persons no longer living, or, just living persons. Biographies can be international in scope or restricted to a specific area or country, or they can be limited to a particular subject field or occupation.

Biographical dictionaries can be found through the subject catalog because Biography is used as a subdivision under subjects and places. For example,

Yugoslavia---Biography

Political Science---Biography

For some occupations biographical dictionaries will be listed under the name of the participants rather than under the subject. For example,

Artists rather than Art---Biography

Physicians rather than Medicine---Biography

Most libraries have established biography sections in their reference areas in which it is possible to browse for a good biographical source, or one can browse in the stacks in the CS and CT sections.

General Biographies

Webster's Biographical Dictionary is a good example of a work that includes persons from all times and areas. It gives brief identifying information about the person.

Current Biography includes living persons usually in the news, whether the person is a movie star, politician, musician or writer. The articles are reasonably long essays and have short bibliographies appended. There are cumulated indexes which assist in locating the needed volume.

Biography Index, like Current Biography, includes persons in the news, but it is much more inclusive. It is an index to biographies which are in books, parts of books, or periodical articles and which have been published during the period covered by the index. It is similar in format to H.W. Wilson Co.'s other indexes. Both Biography Index and Current Biography have indexes by occupation.

National or Regional Biographical Dictionaries

Retrospective:

Retrospective biographical works are multivolume sets usually covering famous people of one country who are no longer living.

Dictionary of American Biography

Dictionary of National Biography

Who Was Who in America

Current:

Current biographical works for a country usually have itemized information about living persons. Most of them take the form of a Who's Who:

Who's Who in America

Who's Who in France

Who's Who in Switzerland

Subject Biographical Sources

Biographical works in subject fields can also be retrospective or current. They take the form of directories of organizations which include a personal name index with addresses, present position, and very little other information, or they may be complete dictionaries.

Biographic Directory of the American Congress, 1774-1961

Who's Who in American Art

Who's Who in Commerce and Industry

6. BOOK REVIEWS

Book reviews contain information about authors and discussions of a book's subject matter, technical qualities, usefulness and value in comparison with other writings in the field. Reviews may be only a few lines or may be long articles. Most journals in various subject fields include review sections.

Locating Reviews

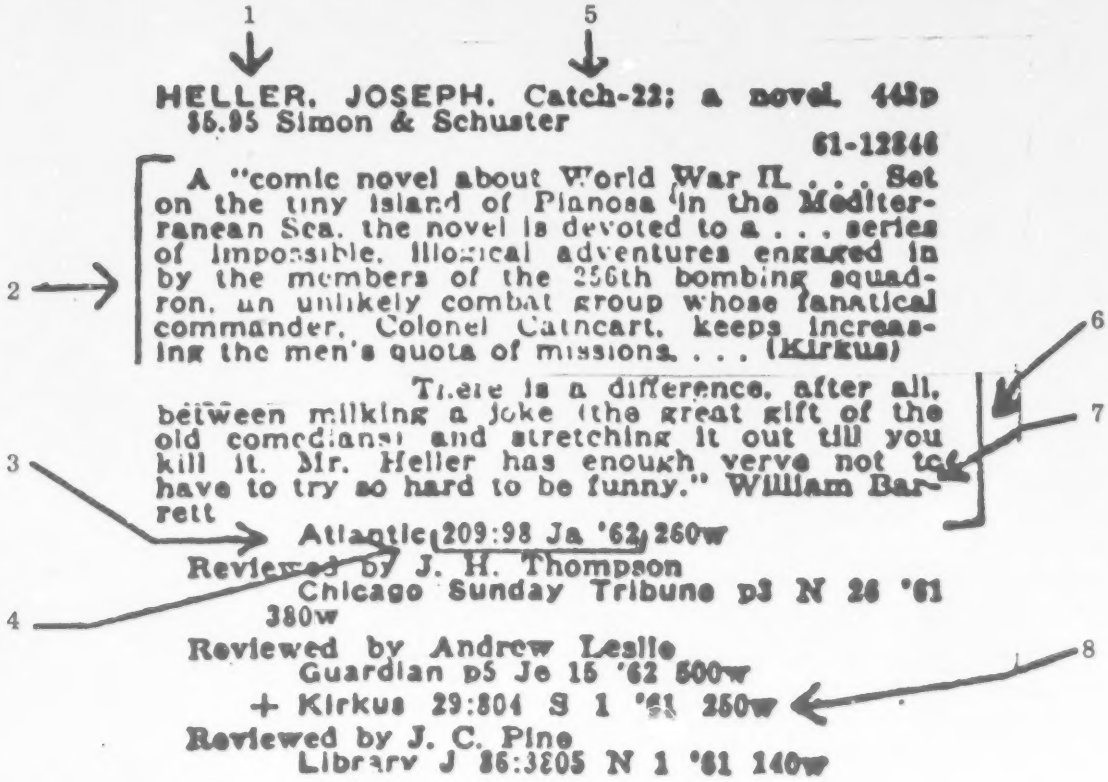
To locate a review the author's correct name, date the book was published, book title, and the subject area of the book are needed. There are many good reference books which index book reviews as they appeared in periodicals at the time the book was published.

Book Reviews is a leaflet prepared by the Reference Department to assist a researcher in finding reviews. (Available at the Information Desk.)

Gray, Richard A. A guide to book review citations; a bibliography of sources. Columbus, Ohio State. University Press, c. 1968. (Ref Z 1035 A1 G7). Tells which indexes or abstracts include book reviews.

Book Review Digest, 1905-

Books are listed by author in the volume for the year the book was published or, if published late in the year, the volume for the following year. There are title indexes as well as cumulative indexes.


1
5
HELLER, JOSEPH. Catch-22; a novel. 448p $5.95 Simon & Schuster
61-12846
2
A "comic novel about World War II. . . . Set on the tiny island of Pianosa in the Mediterranean Sea, the novel is devoted to a . . . series of impossible, illogical adventures engaged in by the members of the 256th bombing squadron, an unlikely combat group whose fanatical commander, Colonel Cathcart, keeps increasing the men's quota of missions. . . . (Kirkus)
6
7
There is a difference, after all, between milking a joke (the great gift of the old comedians) and stretching it out till you kill it. Mr. Heller has enough verve not to have to try so hard to be funny." William Barrett
3
Atlantic 209:98 Ja '62 260w
Reviewed by J. H. Thompson
4
Chicago Sunday Tribune p3 N 26 '61 380w
Reviewed by Andrew Leslie
Guardian p5 Je 15 '62 500w
8
+ Kirkus 29:804 S 1 '61 250w
Reviewed by J. C. Pine
Library J 86:3205 N 1 '61 140w

1. Author
2. Short summary of book
3. Title of magazine where review can be found
4. Volume, page, date of magazine
5. Title
6. Excerpt from book review
7. Name of reviewer
8. Length of review in number of words

Book Review Index, 1965-68, 1972-

This index covers many more sources and books than Book Review Digest. It prints just the citation for a review without a summary.

HELLER, Joseph — We Bombed in New Haven
Best Sellers — J. J. Murray — v 28 — 1 Sep 68 — p 219
Christ Cen — v 85 — 28 Aug 68 — p 1082
Lib J — v 93 — Aug 68 — p 2894
NY Times (d) — H. Mitgang — v 117 — 30 Aug 68 — p 31
Pub Wkly — v 194 — 8 Jul 68 — p 162
Sat R — T. F. Driver — v 51 — 31 Aug 68 — p 22

Magazine Reviewer Volume Date Page Number

Index to Book Reviews in the Humanities, 1960-

This indexes reviews in approximately 225 humanistic English language journals, and makes use of a number code for periodicals.

HELLER, H.L., ED. SOURDOUGH SAGAS.
T.C. HINCKLEY, 467:AUG67-354
HELLER, J. WE BOMBED IN NEW HAVEN.
T.F. DRIVER, 561(SATR):31AUG68-22
H. MITGANG, 441:30AUG68-31
HELLER, P. DIALECTICS AND NIHILISM.
C.A. HERING, 149:VOL4#1&2-220

Reviewer No. for Magazine Date Page

Numerical list at beginning of volume

The New York Times Index

This indexes everything printed in the book review section of the New York Times. Books are listed by author under the subject "Book Reviews."

Internationale Bibliographie der Rezensionen. Wissenschaftlicher Literatur, 1971- .

This has separate sections for the author of the book and for the authors of the review. Books included have to have an international reputation. A numerical code is used for periodicals.

A number of periodical indexes include book reviews; check the Book Review leaflet for titles. After all index sources have been checked, and still no review found, a book review may still be located by going directly to various journals which include book reviews.

GLOSSARY OF LIBRARY TERMS

Abridged Edition
: An edition shortened by re-writing, omitting, or condensing the original, but retaining the general sense.

Abstract
: A digest or brief summary which gives the essential points of a book or periodical article.

Added entry
: A secondary entry i.e., any entry other than the main entry. Cf. Main entry. There may be added entries for editor, translator, title, subjects, series, etc.

Almanac
: A collection of miscellaneous facts and statistical information which is usually published annually.

Annotation
: A note that describes, explains, or evaluates the contents of a publication.

Appendix
: Supplementary information pertaining to, but not essential to, the completeness of a book, generally following the text.

Atlas
: A collection of maps published in book form.

Author, Editor, or Compiler
: The name of the individual or individuals or corporate body responsible for the preparation of the book's content.

Author entry or card
: Catalog entry under the name of the author.

Author-Title catalog
: A catalog consisting of author and title entries only.

Bibliographic Citation
: A note of reference to a book, periodical article, newspaper article, etc.

Bibliographic Form
: The placing of this listing in correct form. Entries in bibliographies should be consistent, that is, the same information should always be given in the same order.

Bibliographic Information
: The information given in each citation. For a book, the information consists of: (1) author, (2) title, (3) place of publication, (4) publisher, (5) date of publication.

Bibliography
A list of books and other publications systematically arranged. (e.g. editions, critical reviews, annotated, etc.).

Biography
A written account of a person's life.

Book catalog
A listing of books and materials in a library collection, printed in book form.

Call number
The combination of the classification and Cutter numbers which distinguish an individual book. Books are shelved by this number.

Card catalog
A catalog in which entries on separate cards are arranged in order, listing material in the library by author, subject, and title.

Catalog card
One of the cards in the card catalog (above).

Citation
A reference to a work providing indentifying information (such as author, title, publisher, date, etc.).

Classification number
A code for the subject of a book; the first part of a call number.

Collation
That portion of the catalog card which physically describes the book, enumerating volumes, pages, size, illustrations, etc.

Corporate body or author
An organization or group of persons associated together as a unit that acts as a entity--any association, business firm, government agency or institution, e.g. the Sierra Club, U.S. Department of Agriculture.

Copyright date
The date usually found on the verso of the title page establishing ownership rights of the contents; additional dates may indicate revision or copyright renewal.

Cross reference
A direction from one heading to another.

Cumulated or cumulative index
Any index issued periodically which combines new items with items already listed in one or more earlier issues to form a new unified list.

Cutter number
A code for the author and title of a book or for further aspects of a subject; the second part of a call number which is sometimes called book or author number.

Dewey decimal classification system
: The numerical classification scheme for books which divides human knowledge into ten main classes, devised by Melville Dewey.

Dictionary catalog
: A catalog in which all entries, author, title and subjects, are arranged in a single alphabet.

Divided catalog
: A catalog separated into two or more units, as an author-title catalog and a subject catalog.

Edition
: All the impressions of a work printed from one setting of type. Each new edition indicates a change in the text.

Entry
: A record of a book in a catalog or list.

Errata
: A list of errors in a book or article.

Folio
: A book exceeding 12" x 19".

Form subdivision
: A division of a subject heading based on form, type, or arrangement of information in books, as for dictionaries or periodicals.

Fully cataloged
: Those "library materials" for which one expects to find a full complement of catalog cards--usually for author, title and subject. Materials not fully cataloged may not have catalog cards for titles, for subject content or perhaps not even for author.

Gazetteer
: A geographical dictionary in which names and descriptions of places are usually given in alphabetical order.

Glossary
: A list of technical words in a subject, with definitions.

Government document or publication
: Any publication of a governmental agency whether city, state, national or international; at UCSB most are located in Government Publications section and not listed in catalog.

Guide-card
: A card having a projecting, labeled edge or tab inserted in a file to indicate arrangement and to aid in locating material.

Heading
Any name, word or phrase placed at the top of catalog card--usually representing author, title, series, or subject.

Holdings
The volumes or issues of a serial publication which a specific library has.

Imprint
The date and place of publication and the name of the publisher.

Index
An alphabetical or classed list which refers to the contents of books, periodicals, plays, essays, criticisms, etc.; may be separated volume as the Play Index.

Language subdivision
A subdivision of a subject heading according to a language, eg., "English language--Dictionaries--French" for a dictionary of English words giving their French equivalents.

Library of Congress Classification system
A system of classification for books developed by the Library of Congress which uses a combination of letters and numerals to provide for fine subdivision of knowledge.

Local subdivision
Subdivision by the name of the geographic area to which the subject matter is limited.

Main entry
A full catalog entry, usually the author entry, giving all the information necessary to the complete identification of a work. In a card catalog this entry bears also the tracing of all the other headings under which the work in question is entered in the catalogs. The main entry, used as a master card, may bear, in addition, the tracing of related references and a record of other pertinent official date concerning the work.

Microforms
Photographic reproduction of printed material reduced in size. Film--rolls, Fiche--4"x 6" sheets, cards--3" x 5" cards, print--5" x 8" cards. There is equipment available to read each kind of microform.

Monographic series
A series of books or monographs, each of which is usually written by different authors, and deals with a specific subject. The series as a whole is normally issued with a title for the whole series.

Overlay
Plastic cover over catalog card with special information.

Pamphlet
An unbound monographic publication of under 64 pages; at UCSB most are uncataloged in the Pamphlet Collection.

Period subdivision
A subdivision of a subject heading which shows the period treated or during which the work appeared. Also called "time-subdivision" and "chronological subdivision."

Periodical
Any publication which appears at regular intervals, each issue of which normally contains separate articles by several authors. A general term applying to magazines and journals.

Primary document
An original report or first-hand account of an event.

Pseudonym
A fictitious name.

Publication date
The date usually found on the title page which indicates when the edition of the book was first published; used with copyright date to determine whether material is recent or obsolete.

Reference book or reference tool
A book usually designed by its arrangement and treatment not to be read through but to be consulted for definite items of information or for citations to material which has the information.

Serial
A publication issued in separate parts usually at regular intervals. Includes periodicals, annual reports, the published proceedings of conferences.

Series
See monographic series.

Shelf list
A record of the books in the library arranged in the order in which they would stand on the shelf, that is, in the order of their call numbers if all materials were shelved together.

Stacks
A series of bookcases, usually double faced, arranged in a room or in a section of a library for compact storage of the principal book collection in the library.

Subject catalog
A catalog consisting of subject entries only.

Subject entry
An entry for a book, periodical article or other items in a catalog or bibliography under a word or phrase indicating the subject of the item.

Subject heading
A word or phrase indicating subject content under or following which items (books, periodicals articles, etc.)on that subject will be found in a catalog or bibliography.

Subject subdivision
The method of extending the subject heading by indicating the form of the subject matter, the place to which it is limited, or the part, element, or phase of the subject treated.

Table of Contents
A list of sections, chapters and other parts of a book with reference to pages in which they begin; an outline of a book's contents generally in the front part of the book.

Title entry
The record of a work in a catalog or a bibliography under the title, generally beginning with the first word not an article. In a card catalog a title entry may be a main entry or an added entry.

Tracing
A record on the main catalog card, usually the author card, of all the other headings under which the book can be found in the catalog.

Union catalog
An author or a subject catalog of the books and/or serials in a group of libraries.

GUIDES TO SUBJECT LITERATURE

General

Ref Z 1035.1 W33 1966; 1973 (Ref Desk)
Walford, Albert John, ed. Guide to reference material. London, Library Association. v. 1, 1973; v. 2 and 3, 1973.

Ref Z 1035 W5 1967 and suppl. (Ref Desk)
Winchell, Constance. Guide to reference books. 8th ed. Chicago, American Library Association, 1967. 741 p. with 3 suppls.

HUMANITIES

Ref Z 5579 R63 (Ref Area)
Rogers, A. Robert. The humanities; a selective guide to information sources. Littleton, Colo., Libraries Unlimited, 1974. 400 p.

Art

Ref Z 5931 E47 (Ref Area)
Ehresmann, Donald L. Fine arts: a bibliographic guide to basic reference works, histories and handbooks. Littleton, Colo., Libraries Unlimited, 1975. 283 p.

Ref Z 5931 C5 (Ref Area and Arts)
Chamberlin, Mary W. Guide to art reference books. Chicago, American Library Assoc., 1959. xiv, 418 p.

Film

Ref Z 5784 M9 G66 (Ref Area)
Gottesman, Ronald. Guidebook to film. New York, Holt, Rinehart & Winston, 1972. 230 p.

Literature

Ref Z 2011 A4 1975
Altick, Richard D. Selective bibliography for the study of English and American literature. 5th ed. New York, Macmillian, 1975.

Ref Z 2011 B33 1967 (Ref Area)
Bateson, Frederick W. A guide to English literature. 2nd ed. 198 p. London, Longmans, 1967.

Z 1225 J65 1972
Jones, Howard Mumford. Guide to American literature and its background since 1890. Cambridge, Mass., Harvard Univ. Press, 1972. 264 p.

Ref PS 277 M3 1972 (Ref Area)
Major, Mabel. Southwest heritage; a literary history with bibliographies. Albuquerque, Univ. of New Mexico Press, 1972. 378 p.

Ref Z 1225 R8
Rubin, Louis D., Jr., ed. A bibliographical guide to the study of Southern literature. Baton Rouge, Louisiana State University Press, 1969. xxiv, 368 p.

Ref PR 9798 Z4 (Ref Area)
Zell, Hans M. A reader's guide to African literature. New York, Africana Pub. Corp., 1971. 218 p.

Music

Ref ML 113 D82 1974 (Arts & Ref Area-64) — Duckles, Vincent. Music to reference and research materials. 3rd ed. New York, Free Press, 1974. 526 p.

Philosophy & Religion

Ref Z 7833 A3 — Adams, Charles J. A Reader's guide to the great religions. New York, Free Press, 1965. xv, 364 p.

Ref Z 7125 B65 1968 (Ref Area) — Borchardt, Dietrich Hans. How to find out in philosophy and psychology. New York, Pergamon Press, 1968. 97 p.

SOCIAL SCIENCE

General

Ref H 61 H69 1970 — Hoselitz, Bert F., ed. A reader's guide to the social sciences. New York, Free Press, 1970. 425 p.

Ref Z 7161 M374 — Mason, John Brown. Research resources: annotated guide to the social sciences. Santa Barbara, Ca., ABC-Clio Press, 1968- .

V.I International Relations and Recent History Indexes, Abstracts and Periodicals.

V.II Official Publications: U.S. Government, United Nations, International Organizations Statistical Sources.

Ref Z 7161 W49 1973 (Ref Area) — White, Carl M. Sources of information in the social sciences, a guide to the literature. 2nd ed. Chicago, American Library Association, 1973. xviii, 702 p.

Anthropology

Ref GN 42 F7 (Ref Area) — Frantz, Charles. The Student Anthropologist's Handbook. Cambridge, Mass., Schenkman Pub. Co., 1972. 228 p.

Business

Ref Z 7164 C81 C6 1964 — Coman, Edwin T. Sources of business information. Berkeley, Univ. of Calif. Press, 1964. xii, 330 p.

Economics

Ref Z 7164 E2 A63 (Ref Area) — Andreano, Ralph L. The student economist's handbook. Cambridge, Mass., Schenkman Pub. Co., 1967. 169 p.

Education

Ref Z 711 A37 1967 — Burke, Arvid James. Documentation in education. New York, Teachers College Press, 1967. 413 p.

Government

Ref Z 1223 Z7 S35 1969 (G. P. and Ref Area) — Schmeckebier, L. F. Government publications and their use. 2d rev. ed. Washington, Brookings Institution, 1969. 502 p.

Ref Z 6481 W55 — Winton, Harry N., ed. Publications of the United Nations system: A reference guide. New York Bowker, 1972. 202 p.

Ref Z 1223 Z7 W95 (G. P.) — Wynkoop, Sally, comp. Subject guide to government reference books. Littleton, Colo., Libraries Unlimited, 1972. 276 p.

History

Ref Z 6201 G8 1961 (Ref Area) — American Historical Association. Guide to historical literature. New York, MacMillan, 1961. 962 p.

Ref Z 1236 H27 1974 (Ref Area) — Harvard guide to American history. Ed. by Frank Freider. Cambridge, Mass., Belknap Press, 1974. 2 v.

Ref Z 1361 N39 B56 (Ref Area and Black Studies) — McPherson, James M., et al. Blacks in America: bibliographical essays. Garden City, N.Y., Doubleday, 1971. 430 p.

Ref Z 6201 P65 (Ref Area) — Poulton, Helen J. The Historian's handbook: a descriptive guide to reference works. Norman, Univ. of Oklahoma Press, 1972. 304 p.

Ref Z 1361 N39 S3 (Ref Area and Black Studies) — Salk, Erwin, A., ed. A Layman's guide to Negro history. New York, McGraw-Hill, 1967. 196 p.

Political Science

Ref Z 7.61 H64 (Ref Area) — Holler, Frederick L. The information sources of political science. Santa Barbara, Ca., ABC-Clio Press, 1971. 264 p.

Psychology

BF 76.8 B43 — Bell, James Edward. A guide to library research in psychology. Dubuque, Iowa, W. C. Brown, 1971. 211 p.

Ref BF 77 S28 (Ref Area) — Sarbin, Theodore R. and William C. Co[illegible]. A student's psychologist's handbook. Cambridge, Mass., Schenkman Pub. Co., 1969. 104 p.

Sociology

Ref HM 68 B37 (Ref Area) — Bart, Pauline. The student sociologist's handbook. Cambridge, Mass., Schenkman Pub., 1971. 236 p.

SCIENCE

General

Ref Z 7401 J4 1965 (SEL) — Jenkins, Frances B. Science reference sources. 5th ed. Cambridge, Mass., MIT Press, 1969. 231 p.

Ref Z 7401 L36 — Lasworth, Earl James. Reference sources in science and technology. Metuchen, N. J., Scarecrow Press, 1972. 305 p.

Biology

Ref QH 303 B6 1971 — Bottle, R. T. and H. V. Syatt. The use of biological literature. Hamden, Conn., Archon Books, 1971, 379 p.

Chemistry

Ref QD 8.5 B6 1969 — Bottle, R. T. ed. Use of chemical literature. 2nd ed. Hamden, Conn., Archon Books, 1969. 294 p.

Z 5521 M44 1965 (SEL) — Mellon, Melvin G. Chemical publications: Their nature and use. New York, McGraw-Hill, 1965. 324 p.

Computer

Ref Z 6654 C17 P7 p962 (SEL) — Pritchard, Alan. A guide to computer literature. Hamden, Conn., Archon Books, 1969. 130 p.

Engineering, Mathematics and Physics

Ref Z 7410 G6 1964 (SEL) — Goldman, Sylvia. Guide to the literature of engineering, mathematics, and the physical sciences. Silver Springs, Md., John Hopkins Univ., 1964. 85 p.

Ref Z 6651 P4 1969 (SEL) — Pemberton, John E. How to find out in mathematics; a guide to sources of information. 2nd ed. Oxford, N. Y., Pergamon Press, 1969. 193 p.

Ref TA 10 P37 1972 — Parsons, Stanley A. J. How to find out about engineering. New York, Pergamon Press, 1972. 228 p.

Ref Z 7141 W47 (SEL) — Whitford, Robert H. Physics literature. Methuchen, N. J., Scarecrow Press, 1968. 272 p.

Ref Z 7141 Y3 (SEL) — Yates, Bryan. How to find out about physics. New York, Pergamon Press, 1965. 175 p.

Life Sciences

Ref Z 5320 S57 1962 (SEL) — Smith, Roger C. Guide to the literature of the life sciences. 8th ed. Minneapolis, Burgess Co., 1972. 166 p.

SELECTED LIST OF REFERENCE TOOLS

Encyclopedias -- for short definitive explanation or overview of a topic.

General

The Encyclopaedia Britannica a new survey of universal knowlege. 14th ed. London, Encyclopedia Britannica, 1929. 24v. (Ref AE 5 36 1929)

The New Encyclopedia Britannica in 30 volumes. 15th ed. Chicago, Encyclopedia Britannica, 1974. 30 vols. (Ref AE 5 E 363 1974)

The Encyclopedia Americana. International ed. New York, Americana Corp., 1971. 30v. (Ref AE 5 E56 1971)

Collier's encyclopedia, with bibliography and index. New York, Crowell-Collier Educational Corp., 1966. 24v. (Ref AE 5 C683 1973)

Great Soviet encyclopedia. A. M. Prokhorov, editor in chief. New York, Macmillan, 1973- (in progress) (Ref AE 55 B613 1970)

Subject Encyclopedias

Marxism, Communism, and Western society; a comparative encyclopedia. Ed. by C.D. Kernig. New York, Herder and Herder, 1972-73. 8v. (Ref AE 5 M27)

The Encyclopedia of Philosophy. Paul Edwards, editor in chief. New York, Macmillan, 1967. 8v. (Ref B 41 E5)

International Encyclopedia of the social sciences. Ed. by David L. Sills, New York, Macmillan Co. & the Free Press, 1968. 17v. (Ref H 41 E5 1968)

Encyclopedia of World Art. New York, McGraw - Hill, 1959. 15v. (Ref LB 15 E 487)

McGraw - Hill encyclopedia of science and technology; an international reference work, 3rd ed. New York, McGraw - Hill, 1971. 15v. (Ref Q 121 M3 1971)

Dictionaries -- for definitions in English/foreign languages or special meanings of words.

Language

English

Random House dictionary of the English language. Jess Stein, editor in chief. New York, Random House, 1966. (Ref PE 1625 A54)

Murray, James Augustus Henry. The Oxford English dictionary; being a corrected re-issue... Oxford, Clarendon Press, 1933. 13v., suppl. (Ref PE 1625 M98 1933)

Webster's new collegiate dictionary. Springfield, Mass., G & C. Merriam, 1973. (Ref PE 1628 W4 M4 1973)

American Heritage dictionary of the English language. William Morris, editor. New York, American Heritage Publishing Co., 1969. (Ref PE 1625 A54)

Fowler, Henry Watson. A dictionary of modern English usage. 2nd ed., rev., Oxford, Clarendon Press, 1965. (Ref PE 1628 F78 1965)

Foreign Language

Betteridge, Harold T. The new Cassell's German dictionary; German-English, English-German. Rev. ed. New York, Funk & Wagnalls, 1971. (Ref PF 3640 B45 1971)

Velázquez de la Cadena, Mariano. A new revised Spanish and English dictionary. Rev. ed. Chicago, Follett Publishing Co., 1974. (Ref PC 4640 V5 1975)

Harrap's new standard French and English dictionary. J.E. Mansion. Rev. ed. New York, Scribner, 1972. 2 vols. (Ref PC 2640 H32 1972b)

Subject dictionaries

Black, Henry Campbell. Black's law dictionary. 4th ed. St. Paul, West Publishing Co., 1951 (Ref KF 156 B53 1957)

Partridge, Eric. A dictionary of slang and unconventional English. 7th ed. New York, Macmillan, 1970. (Ref PE 3721 P3 1970a)

Acronyms and initialisms dictionary. 4th ed., Detroit, Gale Research Co., 1973. (Ref PE 1693 G3 1973)

Payton, Geoffrey. Webster's dictionary of proper names. Springfield, Mass. G. & C Merriam Co., 1970. (Ref PE 1660 P34)

Murray, Peter and Linda. Dictionary of art and artist. New York, Frederick A. Praeger, 1965. (Ref N 33 M8 1965)

Psychiatric dictionary. 3rd. ed. New York, Oxford University Press, 1960. (Ref RC 437 P78 1960)

Periodical indexes, abstracts and citation indexes

Indexes

Readers guide to periodical literature. 1900- . New York, H.W. Wilson, 1905- . (Ref AI 3 R4)

Humanities index. 1974- . Bronx, N.Y., H.W. Wilson. 1974 - . (Ref Z 1035 H85)

Public affairs information service. Bulletin. 1914- . New York, Public Affairs Information Service, 1915- . (Ref Z 7163 P8)

Applied science and technology index. 1913- . New York, H.W. Wilson, 1913- . (Ref Z 7913 I5)

Film literature index. 1973- . New York, Filmdex, 1973- . (Ref Z 5784 M9 F53)

Abstracts

Historical abstracts. 1955- . New York, Santa Barbara, ABC - Clio Press, 1955- . (Ref DI M52)

Psychological abstracts. 1927- . Lancaster, Pa., American psychological association, 1927- . (Ref BF 1 P75)

Biological abstracts. 1926- . Philadelphia, Biological abstracts, 1926- . (Ref QM 1 B5)

Chemical abstracts. 1907- . Easton, Pa., American Chemical Society, 1907- . (Ref QD 1 C43)

Citation Indexes

Science citation index. 1961- . Philadelphia, Institute for Scientific Information. (Ref Z 7401 A1 S36)

Social Science citation index. 1973 - . Philadelphia, Institute for Scientific Information, 1973- . (Ref Z 7163 S56)

Special types of indexes

Government Publications Indexes

U.S. Superintendent of Documents. Monthly catalog of United States government publications. Wash., Gov't Prt. Off., 1940-. (Ref Z 1223 Z18 1972)

Infordata International Inc. Index to U. S. government periodicals. 1970- . Chicago, Infordata International Incorporated. (Ref Z 1223 A1 I54)

Newspaper indexes -- for latest news; national, international, or local.

New York Times index New York, Times. v.1- . 1913- . (Ref AI 21 N44)

Times, London. Index to the Times. London, Times. v.1- . 1906. (Ref AI 21 T46)

Newspaper index. 1971- . Wooster, Ohio, Newspaper Indexing Center, 1971- . (Ref A I 3 N4)

California news index. 1970- . Claremont, Center for California Public Affaris. 1970- . (Ref Z 1262 C35)

Union Lists -- for information on who owns issues of a periodical.

Union list of serials in libraries of the United States and Canada. 3rd ed., New York, Wilson, 1965. 5v. (Ref Z 6945 U6 1965)

New serial titles; a union list of serials commencing publication after December 31, 1949. Washington, Lib. of Congress. 1950-60- . (Ref Z 6945 N4)

U. S. Library of Congress. Union Catalog Divison. Newspapers on microfilm. 6th ed. Washington, Library of congress. 1966. 305p. (Ref Z 6945 U5 N4 1966)

Directories -- for information about persons and organizations.

Guide to American directories, ed. by Bernard Klein. 8th ed. Englewood Cliffs, N. J., Prentice-Hall, 1972. 477p. (Ref Z 5771 G8 1972)

U. S. Congress. Official Congressional directory for the use of the U. S. Congress. Washington, Gov't Prt. Office, 1809- . (Ref JK 1011 U6)

United States government manual. Washington, latest ed. (Ref JK 421 U6)

Encyclopedia of Associations. 9th ed. Detroit, Gale Research, 1965. 3v. (Ref HS 17 E5)

World of learning. London, Europa Publs., 1947- . Annual (Ref AS 2 W6)

Ulrich's Periodical directory; a classified guide to a selected list of current periodicals, foreign and domestic. 15th ed. New York, Bowder, 1974. 2706p. (Ref Z 6941 P4)

Ayer, firm, Philadelphia. N W Ayer and Son's directory of newspapers and periodicals. Philadelphia, Ayer, 1975. 1262p. (Ref Z 6951 A97)

Yearbooks and Handbooks

Annuals -- for general events of past or current year.

World almanac and book of facts. New York, World-Telegram, 1869- . Annual (Ref AY 67 N5 W92 1975)

Facts on file; a weekly world news digest. New York, Facts on file. 1962- . v. 22- . Weekly with annual bound volumes. (Ref AP 1 F33)

Britannica book of the year (Ref AE 5 E36 b)

Europa yearbook. London, Europa Publs., 1959- . Annual 2v. (Ref JN 3 E8)

Handbooks -- for survey of the year's work in a subject.

Handbook of Latin American studies. Gainesville, Univ. of Florida Press etc., 1936- . Annual. (Ref 1605 H23)

U.S. Dept. of Agriculture. Yearbook of Agriculture, Wash., Gov't Prt Off., 1895- . Annual (S 21 A35)

Handbook of chemistry and physics. Latest ed. Cleveland, Ohio, Chemical Rubber Co. (Ref QD 65 H3)

Statistical works -- for statistical information.

World almanac and book of facts. New York, World - Telegram, 1869- . Annual (Ref AY 61 N5 W92 1975)

U.S. Bureau of the Census. Statistical abstract of the United States. Wash., Gov't Prt. Off., 1879- . Annual. (Ref HA 202 U6 1974)

California Statistical abstract. 1958- . Sacramento, Senate of the State of California. (Ref HA 261 C3 1974)

United Nations. Statistical Office. Statistical yearbook; Annuaire Statistique, New York, latest ed. Annual (Ref HA 12.5 U5)

Geographical Works -- for geographical information.

Atlases

The Times, London. Times atlas of the world. Boston, Houghton, Mifflin, 1955- . 5v. (Ref G 1019 B32 1955)

Rand McNally and Co. Rand McNally commercial atlas and marketing guide. 1923- . New York, Rand McNally, 1923- . (Ref G 1019 R18 1974)

Shepherd, William Robert. Historical atlas. 9th ed. New York, Barns & Noble, 1964. 226p. (Ref G 1030 S4 1964)

Gazetteers

Columbia Lippincott gazetteer of the world. New York, Columbia Univ. Press, 1962. 2148p. (Ref G 103 L5 1962)

Webster's Geographical dictionary; a dictionary of names of places. Springfield, Mass., Merriam, 1972. 1370p. (Ref G 103 W45 1972)

Literature

Indexes -- to locate specific works.

Granger's Index to poetry. New York, Columbia Univ. Press, 1940-1973. (Ref PN 1021 G7)

Cook, Dorothy E. Short Story index. 1950 - 68. New York, Wilson, 1968. (Ref Z5917 S5 C6)

Essay and general literature index. New York, Wilson, 1900- . semi-annual and annual cumulations. (Ref AI 3 E78)

Connor, John. Ottemiller's index to plays in collections. Metuchen, N.J., Scarecrow Press, 1971. 452p. (Ref Z 5781 O8 1971)

Criticism

Modern Language Association of America. MLA International bibliography. 1921- . (Ref Z 7006 M6)

Walker, Warren S. Twentieth - century short story explication: interpretations, 1900-1966. and suppl. Hamden, Conn., Shoe String, 1967. (Ref Z 5917 S5 W3 1967)

Gerstenberger, Donna L. The American novel. 1789-1959. and supplements. Denver, Swallow, 1961. (Ref Z 1231 F5 G4)

Plot Summaries

Koehmstedt, Carol L. Plot summary index. Metuchen, N J., Scarecrow Press, 1973. 312 p. (Ref Z 6514 P66 K63)

Magill, Frank, ed. Masterplots. Comprehensive Library Edition. New York, Salem Press. 8v. (Ref PN 44 M3 1968)

Concordances -- word by word listing in specific works.

Reaver, Joseph Russell. An O'Neill concordance. Detroit, Gale Research Co., 1969. 3v. (Ref PS 3529 N58 Z84)

Bartlett, John. A new and complete concordance or verbal index to words... London, Macmillan & Co., 1922. 1910p. (Ref PR 2892 B3 1922)

Book Reviews -- for review articles.

Book review digest. New York, Wilson, 1905- . (Ref Z 1219 B65)

Index to book reviews in the humanities. Detroit, Mich., Phillip Thomson, 1960- . (Ref Z 1219 I5)

Book review index. Detroit, Mich., Gale Research, 1965-1969; 74- . (Ref Z 1219 B66)

Biographies -- collected works.

Dictionary of national biography. London, Oxford Univ. Press, 1967-68. (Ref CT 773 D55 1967)

Who's Who of American women: a biographical dictionary of notable living American women. Chicago, Marquis, 1958- . Biennial. (Ref CT 3260 W5 1975/76)

Biography index; a cumulative index to biographical material in books and magazines. New York, Wilson, 1947- . (Ref Z 5301 B61)

Contemporary authors; a bio-bibliographical guide to current authors and their works. Detroit, Gale Research, Co. 1962- . Semi annual. (Ref CT 100 C6)

Bibliographies

U S. Library of Congress. A catalog of books... Ann Arbor, Mich., Edwards, 1942-46. 167v. (Ref Z 881 U6)

National union catalog; a cumulative author list... Ann Arbor, Mich., Edwards, 1958. 28v. (Ref Z 881 U6 C315)

INDEX

Abstracts 67, 68
Abstracts, Identifying 59-60
Academic Libraries 2
Added Entries 13-14
Analytics 15
Arts Library 5
Author Cards 17
Author Entry, Personal 8
Author Number 30
Author-Title Catalog 7
Besterman 55
Bibliographic Cards 37
Bibliographic Form 33, 39
Bibliographic Index 55
Bibliographies 53
Bibliographies, Finding 55
Bibliographies, Using 55
Bibliography Preparation 55
Biography 86-88
Black Gold Information Center 1, 3
Book Catalogs (Bibliographies) 53-54
Book Evaluation 85
Book Reviews 88
Book Review Digest 89
Book Review Index 90
Brief Listed 16
Call Numbers 30
Carrels 5
Center for Research Libraries 3
Chicarol 60
Citation Indexes 69
Classification Number 30
Collation 8
Collection Additions 5
Collection Locations 32
Collections 5
Conferences, Congresses, Entries 11
Congressional Information Service 80, 82
Corporate Author Entries 9-11
Corporate Author Periodicals 11
Current Contents 69
Curriculum Laboratory 5
Dewey Decimal System 27
Dictionaries 42-43
Encyclopedias 42
Evaluation 85
Explanatory Cards 18
Filing, Author-Title Catalog 19-22
Filing, Subject Catalog 25
Foreign Nation Documents 84
Form Divisions 49
Geographical Subdivisions 49
Glossary 91
Government Publications 79-84
Governmental Agency, Entries 9
Guide Cards, Subject Catalog 24
Guides to Subject Literature 97-100
Guides to the Literature 53
Index to Book Reviews in Humanities 90
Index to U. S. Government Periodicals 82
Indexes to Periodicals 59

Indexes, Identifying 59-60
Indexes, Location 60
Information Cards, Subject Catalog 24
Institutions, Entries 1(
International Organizations Documents 84
Internationale Bibliographie der Rezensionen 91
Librarians' Assistance 3
Libraries 1
Library of Congress Classification 27-29
Locating Books on Shelves 31
Local Documents 84
MLA International Bibliography 61, 75
Main Entry 7
Monthly Catalog 80, 81
National Bibliographies 56
Newspaper Indexes 69, 77, 78
Note Cards 37
N. Y. Times Index 77-78, 90
Organizations and Associations, Entries 10
Overlays 32
Pamphlets 75
Pencils, Pens 6
Periodical Card 12
Periodicals, Locating 65
Problems, Card Catalog 19
Public Libraries 1
Quotations 38
Reference Locations 41
Reference Tools, 41, 103
References 18
Research 33
sa 47
School Libraries 2
Scope Notes 47
Search Strategy 33-35, 40
Serials Desk 75
Serials List 71-74
Shelf List 51
Shelving 31
Special Libraries 1
Stamps in Call Number 32
State Documents 82-83
Study Areas 5
Style Guides 33
Subdivisions, Subject Catalog 49
Subject Added Entries 23
Subject Catalog 23, 50
Subject Heading List 46-48
Subject Headings 45
Telephones 6
Time divisions 49
Title Main Entry 12
Topical Divisions 49
Topics for Papers 33-34
Tracings 8, 16
Trade Bibliographies 57
UCSB Library 2
U. S. Documents 79-80
Ulrich Intl. Period. Directory 60, 62
University of California Libraries 2-3
Walford 41
Walking Tour 5
Wilson, H. W. 63-65
Winchell 41, 60
x 47
xx 47
Your Library 5

Library Research - Assignments

Name :

Section:

ASSIGNMENT #1

"SIZING-UP A LIBRARY COLLECTION

The purpose of this assignment is to acquaint you with elements to consider when visiting any library or particular collection of resources in a library, for the first time.

Reviewing pp. 1-6, 27, and 32 in the Library Research text will assist you in your analysis. Select one of the following library collections listed below. Explore the collection for yourself and work out answers to the following questions using any maps or other printed or audio guides available.

1. Special Collections (3rd floor)
2. Sciences-Engineering Library (2nd floor)
3. Government Publications (1st floor)
4. Arts Library--(Music Building)--Arts
5. Arts Library--(Music Building)--Music
6. Coleccion Tloque Nahuaque (2nd floor)
7. Black Studies Collection (2nd floor)
8. Oriental Collection (5th floor)
9. Curriculum Laboratory (1st floor)
10. Santa Barbara Public Library, Goleta Branch
    (Reached by mini-bus, Fairview Center)

Name of collection visited:

1. Contents. What subjects are covered in the collection or unit? Persons, with what interests, might use the materials?

2. Arrangement. Where are the service desks, catalogs, reference collection, periodicals, micro-materials and books located?

Are the materials on the open or closed shelves? That is, may I locate the material myself?

How are the books and periodicals arranged?

3. Retrieving material from the collections: How do you find out what is in the collections?

Can you readily find the materials by yourself? Why?

Is there someone to help you in finding materials in the library? Are they visible and available?

Might some other information in the library help you find materials in this collection?

4. Services. Are there any specialized materials or services?

5. Hours of service. When is it open?

6. Borrowing materials. May the materials be checked out? May you check them out?

7. Ask the person at the service desk to help you with your answers if you are not satisfied with just observing the unit.

Person contacted: _____

Name:

Section:

ASSIGNMENT #2

AUTHOR-TITLE CATALOG AND CLASSIFICATION

This assignment is to give you practice in using the Author-Title catalog and the Library of Congress classification system to find material in the library collections. Read p. 7-22, 27-32.

A. ENTRIES IN THE AUTHOR-TITLE CATALOG

Authors or titles that may be known under various names are usually entered in the Author-Title catalog under a standardized entry. Generally cross references are provided to direct you to the form of entry used. Sometimes history of name changes are also furnished.

Give the standardized form of entry in our catalog for the following authors, corporate authors, and series. Cite only the entry and not a specific work. Talk to a reference librarian if you need help.

1. Corporate authors:

   Museum of Modern Art, New York

   UNESCO

2. Serials and series:

   Pamphlets on American Writers of the University of Minnesota

   Carnegie Institution publications

3. Pseudonymous authors:

   George Eliot

   Mark Twain

4. Compound names:

   Lope de Vega

   Michelangelo

B. FILING ORDER IN THE AUTHOR-TITLE CATALOG

If you are uncertain about the filing order of any of these samples you may want to look for similar entries in the catalog or ask a reference librarian for assistance.

1. To find in the card catalog the book 21 Days in India you would look under:

   a. Days
   b. The number 21 in the number section of the card catalog
   c. The word twenty-one (the number 21 spelled out)
   d. Such a title would not have a title card, but would instead be filed under the author's name or subject heading.

2. Where would the book 21 Delightful Ways to Commit Suicide be filed in the catalog in relation to the book Twenty Centuries of Paris?

   a. Before
   b. After
   c. It could be either before or after.

3. To find the book And There Were Voices in the card catalog, you would look under:

   a. And
   b. There
   c. It would have no title entry

4. The title card for the book America's New Frontier would be filed in the card catalog drawer with the label:

   a. America - American
   b. American D - American T
   c. American U - Amerikan

5. Rearrange in filing order by letter: _____

   a. Glasse, Robert M.
   b. Glass
   c. Glass, William
   d. The Glass bead game
   e. Glasscock, Carl Burgess
   f. Glass, Albert
   g. Glass, brass and chrome

6. The title card for the book Oneida Community would be filed in the card catalog drawer with the label:

   a. Olt - On Moq
   b. On Mor - Once T
   c. Once U - O'Neill G
   d. O'Neill H - Opera B

7. In which hypothetical card catalog drawer would you find publications of A.S.I.A. Study Group?

   a. A - Abbott, C.
   b. Area S. - Association of I
   c. Addl - Adler, F.
   d. Abell - Adams

8. How is the Journal of the American Medical Assocation listed in the Author-Title catalog or Serials List?

   _____

9. How is the Journal of Mental Health listed in the Author-Title catalog or Serials List?

   _____

C. CALL NUMBERS

1. Rearrange the following sample call numbers in bookshelf order using the lower case letters:

a.	R 1 A5	1.	_____
b.	PS 3501 087 A5	2.	_____
c.	QA 11 M5	3.	_____
d.	PS 3501 087 B1	4.	_____
e.	R 1 A63	5.	_____
f.	Q 1.1 S3	6.	_____
g.	R 1 A435	7.	_____
h.	Q 11 S25	8.	_____

2. On what floor would you find the following call numbers? Use library brochure Where is it? or other sources (such as librarians).

   ____ a. U
   104
   M28

   ____ b. GV
   943
   F62

   ____ c. Black Studies
   E
   404
   M8
   1971

   ____ d. Z
   1
   L52

____ e. *
E
449
C516

____ f. Printers Collection
Z
239
R8
T67

____ g. Ref
Z
1605
H23

____ h. GV
341
W48
Microcard

____ i. JK
8795
P5
Microfilm

____ j. PQ
2191
F6
1917

____ k. Or. Coll.
BQ
636
T36
1955

Name:

Section:

ASSIGNMENT #3

DICTIONARIES AND ENCYCLOPEDIAS

This assignment is designed for you to gain some background for your subject or topic. This preliminary research will assist you in putting your subject in context and in focusing your search strategy. In the process, you will further your acquaintance with these reference materials.

If at all possible find an account of your subject in a specialized encyclopedia. Look up terms and/or persons depending on your subject in a dictionary. Please check with a reference librarian or your instructor for assistance if you do not know in what source to look. Check page 101-103 in manual for a list of encyclopedias. Review pages 33-44.

1. Use the topic on which you probably will do your term project (term paper for other class). What is your topic?

   Broader topic:

2. Find an encyclopedia article on your topic or which includes your topic.

   A. How did you identify the encyclopedia which you used?

      If in catalog, by what subject heading _____

      By help from a librarian _____

      Personal knowledge _____

      Other _____

   B. Did you use the index, go directly to alphabetical listing, or did you have to figure out what general subject to look for?

      _____

      _____

   C. Give the citation for your article. It can be used as one item on your term paper bibliography.

      Author _____

      Title _____

      Encyclopedia _____

      Place, publisher, date _____

      Vol., page number _____

D. Did the article have a bibliography? ___ Yes ___ No

3. Are there any keywords or persons you needed to look up in a dictionary?

Word _____

Citation for dictionary:

Author _____

Title _____

Place, publisher, date _____

Page _____

INFORMATIONAL QUESTIONS ABOUT YOUR TERM PROJECT

Is this a project for a term paper in another class? For which course? If not, why did you choose this topic?

What is the size and scope of the assignment?

Did your professor or T.A. help you define your subject?

Name:

Section:

ASSIGNMENT #4

FINDING BOOK MATERIAL

The purpose of this assignment is to have you use and become familiar with the Subject card catalog and its relationship to the Shelf List and Author-Title catalog in searching for information on a topic.

When the assignment is completed you will have followed your topic from the description (encyclopedia) in Assignment 3 to books in the UCSB Library using: (1) the Subject Heading List for that topic, (2) the Subject catalog, (3) the tracings, (4) Author-Title catalog and, (5) the Shelf List.

Review pages 8, 16, 23-27 and 45-51 in Library Research Text. As with the last assignment, use the topic on which you probably will do your term project.

What is your topic? _____

1. SUBJECT HEADING LIST AND SUPPLEMENTS

Look up your subject in the LC Subject heading list to determine the best headings to use in the Subject catalog.

A. List the terms you would use to define your subject.	B. Check these subjects and list the terms actually found in Subject Heading List that appear useful for your topic.
	C. Check Subject Heading List and supplements

2. SUBJECT CATALOG: SUBJECT HEADINGS

Check the Subject catalog to determine the amount of material for each of the headings found (1.B. and C.).

Subject headings searched in catalog (from 1.B,C.)	Was it appropriate to your subject?	Were there few or numerous cards for your topic?

ASSIGNMENT #4 (Continued)

3. While looking in the Subject catalog, check the headings before and after the one you have looked up to determine whether there might be other headings you could use:

New possibilities	Were there few or numerous cards for your topic?

4. SUBJECT CATALOG: TRACINGS

Check the tracings at the bottoms of the cards on a number of cards you are using for books to see if there are headings you haven't found before.

Subject headings found	Check in Subject catalog. Are there few or numerous cards?

5. Document one book you found that looks particularly good for your subject. Give complete citation with author(s), title, place of publication, publisher, date and call number.

Author(s) _____

Title _____

Place of publication _____

Date _____ Call no. _____

6. AUTHOR-TITLE CATALOG: TITLES AND TRACINGS

Check the Author-Title catalog for other books by the author(s) of no.5. If the author hasn't written anything else, try another author of a useful book.

Number of books listed _____

Only one book _____

Number of useful books identified _____

ASSIGNMENT #4 (Continued)

7. Check the tracings of one of the author's other books for useful subject headings. Check these tracings in the Subject catalog.

Subject headings found	Check in Subject catalog. Are there few or numerous cards?

8. SHELF LIST: CLASSIFICATION NUMBERS AND TRACINGS

Check the book documented in no. 5 in the Shelf list. Look at the call numbers before and after this call number to see how they relate to this number. Check tracings for subject information.

Call no. _____

Useful books listed in front _____

Useful books listed behind _____

No useful books seem to be listed either in front or behind _____

9. SHELF LIST: HOLDINGS

How many copies does the library own of this book? _____

10. Does the library appear to have book materials for your specific topic? _____

Name:

Section:

ASSIGNMENT #5

FINDING SOURCES FOR CURRENT INFORMATION

Some topics are best covered by book material or by book material and periodical information. Other topics can only be found by using current information sources, such as indexes or abstracts.

The purpose of this assignment is to explore the varous ways in which you can locate periodical indexes or abstracts in the library. In the process you will be identifying appropriate indexes or abstract journals for your topic.

Review pages 59-63, 97-100.

Your topic: (Use the same topic as before unless you have changed your term paper topic or unless it is unsuitable for location of current information.)

_____

Broader topic (if needed); (e.g. Bilingual instruction: Education)

_____

A. Answer three out of four alternative ways listed below of identifying indexes and abstract journals.

1. SUBJECT CARD CATALOG (p. 59).

   A. Subject heading used: _____

   Did you find a useful index? ___ Yes ___ No

   If "yes" list title(s):

   Title _____

   B. Alternate subject heading (if necessary, broader).

   Did you find a useful index? ___ Yes ___ No

   If "yes" list title(s):

   Title _____

2. A GUIDE TO SUBJECT LITERATURE (p. 60). (Sheehy, Walford or specialized subject guides, p.97-100, Library Research or Pathfinder (SEL)). Give complete citation to the guide used:

   Author _____

   Title, Publisher, Place, Date _____

   _____

   Call no.: _____

   What page lists the indexes? _____

   Did you find a useful index? ___ Yes ___ No

   If "yes" list the index title(s): _____

   _____

ASSIGNMENT #5 (Continued)

3. SERIAL OR PERIODICAL DIRECTORY OR INDEX GUIDE. (See Ulrich's, Chicorel or Marconi as cited on p.60.)

   The sources are arranged by listed periodicals. In order to identify an index in them you will need a magazine title. In Ulrich you may check the list of periodicals by subject. For the other two you may use the keyword section of the UCSB Serials List to identify a periodical title.

   What periodical or magazine titles did you use to find where they were indexed?

   (1) _____

   (2) _____

   Did you find a useful index? ___ Yes ___ No

   If "yes" list the title(s): _____

   _____

4. SUBJECT GUIDE TO PERIODICAL INDEXES. (See Kujoth or Gray as cited, p.60).

   What subject heading did you use?

   _____

   Did you find a useful index? ___ Yes ___ No

   If "yes" list the title(s): _____

   _____

B. Verify your selections.

   1. Consult with an appropriate reference librarian (General Reference, SEL, Arts, Music, Government Publications) or your instructor to verify your choice of index or abstract journal.

   2. Comment on how the interview changed your choice of indexes or abstract journals.

C. Cite two of the indexes or abstracts which look most appropriate for use in the next assignment. (Make a record of these for your use in the next assignment.)

   _____

   _____

Name:

Section:

ASSIGNMENT #6

FINDING CURRENT INFORMATION IN PERIODICAL ARTICLES

The purpose of this assignment is to make use of the indexes or abstract journals identified in Assignment #5, in locating material on your topic. You will be applying the problem solving skills you exercised on the Subject Catalog to the subject or special indexes of your current information source (i.e. index or abstract journal).

Choose two indexes or abstract journals which look like good sources for your topic and fill out the following information.

A. 1. Title of UCSB index/abstract journal: _____

_____

Locate it in the library.
Location (table, shelf, stacks): _____

2. Pick the most useful volume of the index for your topic. Read the introduction to discover how to use it. Examine it carefully so you understand entries and indexes.

Year/Volume no. used: _____

Explain what is included in the way of entries in the main body of the index, indicating how the material is arranged, what indexes it has, and where there is a list of periodical abbreviations (e.g. Readers Guide: author, title, subject listings with cross references, no alphabetical indexes, abbreviations in the front. Psychological Abstracts: subject classed arrangement. Items identified by a number, entry by author, subject and author indexes; thesaurus available).

Entries and arrangement: _____

_____

Indexes: _____

Abbreviations: _____

3. Use the index for your topic. What subject headings seemed to apply to your topic.

Topics searched in index:	Topics found in index: (These may be variations of topics searched or found through see references.)
_____	_____
_____	_____
_____	_____

ASSIGNMENT #6 (Continued)

4. Give complete citation for two articles on your topic and check for call number and holdings in UCSB Serials List.

   a. Author _____

      Title _____

      Name of periodical _____

      Vol., date, page _____

      Call no. _____ Does UCSB own? _____

   b. Author _____

      Title _____

      Name of periodical _____

      Vol., date, page _____

      Call no. _____ Does UCSB own? _____

B. 1. Title of UCSB index/abstract journal: _____

_____

Locate in library.
Location (table, shelf, stacks): _____

2. Pick the most useful volume of the index for your topic. Read the introduction to discover how to use it. Examine it carefully so you understand entries and indexes.

   Year/volume no. used: _____

   Explain what is included in the way of entries in the main body of the index, indicating how the material is arranged, what indexes it has, and where there is a list of periodical abbreviations (e.g. Readers Guide: author, title, subject listings with cross references, no alphabetical indexes, abbreviations in the front. Psychological Abstracts: subject classed arrangement. Items identified by a number, entry by author, subject and author indexes; thesaurus available).

   Entries and arrangement: _____

   _____

   Indexes: _____

   Abbreviations: _____

3. Use the index for your topic. What subject headings seemed to apply to your topic.

Topics searched in index:	Topics found in index: (These may be variations of topics searched or found through see references.)
_____	_____
_____	_____
_____	_____

ASSIGNEMENT #6 (Continued)

4. Give complete citation for two articles on your topic and check for call number and holdings in UCSB Serials List.

   a. Author _____

      Title _____

      Name of periodical _____

      Vol., date, page _____

      Call no. _____ Does UCSB own? _____

   b. Author _____

      Title _____

      Name of periodical _____

      Vol., date, page _____

      Call no. _____ Does UCSB own? _____

Name:

Section:

ASSIGNMENT #7

FINDING A BIBLIOGRAPHY

The purpose of this assignment is to introduce you to the use of bibliographies for research and to give you practice in locating bibliographies.

Bibliographies are useful for locating additional books or periodical articles on your topic and for saving searching time. In fact in some searches finding an appropriate bibliography might be one of the first steps in a search strategy.

1. Identifying a subject bibliography in the Subject Catalog. Your term project topic should be used but you may need to use a broader or more general subject heading.

   Topic _____

   Broader topic _____

   A. Check in UCSB Subject card catalog for a bibliography under your specific topic's subject heading with "Bibliography" as a form division.

      1) Subject heading _____

         Did you locate a bibliography? ___ Yes ___ No

         If yes, cite author _____

         Title _____

         Place, publisher, date _____

         _____

         Call no. _____

      2) If you did not locate a bibliography, try a second or third alternate or more general subject heading.

         Subject heading _____

         Did you locate a bibliography? ___ Yes ___ No

         If yes, cite author _____

         Title _____

         Place, publisher, date _____

         _____

         Call no. _____

      3) If you still have not found a bibliography, check cards under the subject heading; in the "body" of each catalog card look for the notes which indicate bibliographies.

         Subject heading _____

         Did you locate a bibliography? ___ Yes ___ No

         If yes, cite author _____

ASSIGNMENT #7 (Continued)

Title _____

Place, publisher, date _____

_____

Call no. _____

B. Identify a specialized bibliography in each of the following reference tools (1)a.-d.) Look in Sheehy, Walford, a Guide to the literature of your subject, and Bibliographic Index for a bibliography.

1) a. Sheehy:

Did you find a bibliography listed? ___ Yes ___ No

b. Walford:

Did you find a bibliography listed? ___ Yes ___ No

c. Guide to literature (select from p. 97-100):

Did you find a bibliography listed? ___ Yes ___ No

If yes, vol. _____, p. _____

Author _____
Title _____
Place, publisher, date _____
_____

d. Bibliographic Index:

Did you find a bibliography listed? ___ Yes ___ No

2) Which of the above sources (1)a.-d.) seemed to have the best bibliography listed for your topic? _____

3) The annotations in which of the above sources seemed most useful? _____

4) Identify a bibliography from one of those listed above which UCSB owns.

Author _____
Title _____
Place, publisher, date _____
_____
Call no. _____

C. Evaluate the selected bibliography from B.4.

1) How current is the bibliography? _____
2) What is its coverage and scope? _____
3) How is it arranged? _____
4) What kinds of indexes? _____
5) If it includes citations for your topic, cite one publication which UCSB owns.

Author _____
Title _____
Place, publisher, date _____
_____
Call no. _____

D. Did you have any special difficulties with this assignment?

Name:

Section:

ASSIGNMENT #8

BRIEF DESCRIPTION OF TERM PROJECT AND STATEMENT OF OTHER SOURCES

Please make a brief statement on the subject and scope of your term project topic. Describe briefly how you selected your topic and how your search has developed to date. (Continue on back if you need more space.)

I have considered each of the following other types of material for my topic:

Newspapers	_____ Yes	_____ No
Government Publications	_____ Yes	_____ No
Technical Reports	_____ Yes	_____ No
Pamphlets	_____ Yes	_____ No
Curriculum materials	_____ Yes	_____ No
Human Relations Area File	_____ Yes	_____ No
Educational Resources Information Clearinghouse	_____ Yes	_____ No
Maps	_____ Yes	_____ No
Phonograph records	_____ Yes	_____ No
Art Exhibition Catalog	_____ Yes	_____ No
Special Collections	_____ Yes	_____ No
Black Studies	_____ Yes	_____ No
Coleccion Tloque Nahuaque	_____ Yes	_____ No
Oriental Collection	_____ Yes	_____ No
Micro collections	_____ Yes	_____ No

Explain why you are using any of these: _____

Name:

Section:

ASSIGNMENT #9

EVALUATING YOUR MATERIAL

The purpose of this assignment is to give you some practice in evaluating book material. In the process, it will give you practice in locating biographical information and book review criticism. Review pages 85-90.

Choose one book you are using for your term project, preferably one that you have read at least in part.

Author _____

Title _____

Place, publisher, date _____

Call no. _____

A. Consider the date of the book. Is the material

___out of date? ___ up to date? ___ timeless?

Does the material and bibliography seem to be of the date indicated? __ Yes __ No. If there is discrepancy, explain.

B. Consider the publisher. If necessary, look for the publisher in Publisher Trade List Annual or Publisher File in Bibliography area.

___ university press ___ commercial press ___ vanity press

___ prof. society or org. ___ gov't. publ. ___ other

C. Personal author. What is the range of this publisher's expertise?

1) Using collective biographical sources located in the Biography area of General Reference or SEL, locate a short biography of the author.

Sources that might be used:

Biographical Dictionaries Master Index (Ref Z 5305 U5 B56)
Current Biography (Ref CT 100 C97)
Contemporary Authors (Ref CT 100 Cy)
Directory of American Scholars (Ref CT 220 DS 1974)
Biography Index (Ref Z 7301 B61)
Who's Who in America (Ref CT 210 W63 1974/75)

Cite source of biography of author _____ page ____.

2) If you still haven't found a biography, consult with a reference librarian. List sources consulted.

3) Author's qualifications.

____ Qualified: By first hand experience _____
By personal acquaintance with people who were there _____
By official position _____
By scholarship specifically in this area _____

____ Not qualified ____ No indication

D. What does the book appear to be in terms of format? (If a book is not available for this assignment, consult your instructor.)

____ Monograph ____ Textbook ____ Anthology: Collected set of readings, etc.

____ Research or technical report

____ Proceedings of conference or symposium

____ Volume of a scholarly journal

____ Monographic series (issue no. ____)

____ Other: _____

E. For what kind of audience was it written?

____ Scholar ___ Specialist ___ General reader

Is it a primary source ____ or secondary source ____?

F. Organization and content of the book:

1. Comment on its organization. (Examine contents, headings, location of added materials such as Introduction, Preface, Appendixes, Bibliography, Notes.)

2. Does the coverage appear to be complete?

partial ____ exhaustive ____ condensed ____

G. Bibliography (check as many as relevant):
(Glance at Title page and Bibliography section.)

____ Does not exist ____ Includes primary sources

____ Exists ____ Annotated bibliography

____ Bibliographic essay ____ Short, selective bibliography

____ Extensive bibliography ____ Includes only secondary sources

H. Index (check as many as relevant):

____ Does not exist ____ Seems well organized

____ Exists ____ Seems extensive

ASSIGNMENT #9 (Continued)

I. Summary Evaluation:

____ Is a worthwhile reference for my project

____ Is worthwhile, but not valuable to my project

____ Is not a particularly good book

____ Parts of the book are worthwhile for my project

Comments:

J. Verify your evaluation by looking up review literature on the book.

1) Using Book Review sources locate a review of the book. (See Book Review leaflet.)

Source used _____

Date, page _____

2) If you could not find a review, consult a Reference Librarian. If you still cannot locate a review list sources consulted.

3) Book Review citation:

Periodical title _____

Volume _____ Date _____ Page _____

Call no. _____

Does UCSB own? ___ Yes ___ No

4) Did the published review (as cited above) substantiate or refute your critique?

TERM PROJECT

The term project is the test for this course, for it indicates what you have learned about using the library for research. It, also, provides the motivation for doing the other assignments.

Select a topic which has been assigned as a paper in another class or in which you are sufficiently interested to spend the time looking up material.

The term project is in two parts: an essay on methodology and an annotated bibliography.

1. ESSAY IN METHODOLOGY.

   Prepare a 2-4 page description of your search strategy. It can be in the form of a diary or chronology of your search or perhaps as advice to your best friend who has a similar term paper topic. Consider the following questions:

   A. Which bibliographic tools or reference sources worked best for your topic? Which were not useful? Which might be valuable to you for future research?

   B. Did you find any gaps in the reference resources or library coverage of your subject?

   C. What successes or problems did you encounter?

   D. Which persons were most helpful in your project and how?

   E. Is there a pattern of organization to the information in your field that became clearer as you worked on your project?

   F. If you had the project to do over again, what changes would you make in your approach?

   G. As a result of the answers to the previous questions, summarize your search. What decisions did you make during your search about your topic or about your search strategy? Were there any surprises in the way your topic is represented in the library?

2. SELECTED BIBLIOGRAPHY.

   Prepare a 20 item bibliography on your topic with a wide coverage of materials.

   A. Citation.

      1) Give a full citation for each item using a consistent style of notation. See p. 36-39, Library Research.

      2) Arrange in a logical way by topic, format, chronology or alphabetical.

   B. Source.

      1) Give the source for each item in your bibliography, that is, where did you find the item (e.g. Subject Catalog, PAIS, etc.).

      2) Give subject heading you used in locating each source.

   C. Critical Annotation.

      1) Briefly describe the value and extent or limitation of each item for your topic.